

**Keystone Music Association
Student Tracking System Policy
Revised June 2009**

I. Eligibility - Who may use the system

- A. One or more students from a single family in a bona fide curricular music course of study, which includes performances or marching band or color guard.
- B. One account is established for all music students in the same family.
- C. The family must have a completed sales permission and participation agreement on file with the KMA Tracking Chairman prior to participating in any KMA sales program.
 - 1. This must be renewed annually.
 - 2. The name of any child expected to participate in the Keystone Music Program must be listed on this form each year.
- D. All sales records from previous years must be complete, showing all balance paid in full.

II. Approved Expenses –What this money can be used for.

- A. Cost for Board approved Band or Choir trips. Reimbursed expenses will be payable to parent only.
- B. Spending money on Board approved trips (up to \$15.00 per day).
- C. Year end amusement park trip (up to the cost of the trip).
- D. Music instrument purchase approved by the director as one that can be utilized within the student's current areas of musical involvements.
- E. Major repairs such as overhaul and reconditioning or music instrument with the approval of the director.
- F. Reimbursement for purchase of uniform accessories such as marching band shoes, gloves, choir apparel, etc. and cleaning of uniforms and robes. Receipts are required.
- G. The difference between the cost of any approved recognition item and the \$35 allowance provided by the KMA to music students qualified under the recognition awards section of the "Policies and Procedures" (Revised 1999-2000)
- H. Additional guests to the Senior Music Banquet. Tickets are provided for each graduating senior and one parent.
- I. Summer music camp registration to camps approved by the director. Payment made to the parent as a reimbursement after the camp or advance payment made directly to the camp if suitable arrangements can be made.
- J. Payment for private instrument or voice instruction with checks payable to the instructor.

III. Account Operation – Who handles the account.

- A. Tracking Chairperson meeting dates will be established individually as needed at the regular monthly meeting of the Keystone Music Association (fourth Monday of each month at 7:00 pm). Revised 1999-2000)
- B. The student tracking account will be a checking account.

- C. It will be accessed only by the tracking secretaries, with disbursements requiring two signatures.
- D. Interest earned by the student tracking account will be credited to the Keystone Music Association.

IV. Account Information – How to find out what you have.

- A. Directors will receive updates of student tracking accounts as often as possible.
- B. Parents may request directly to the tracking chairman.
 - 1. By written request directly to the tracking chairman.
 - 2. By personal inquiry at any regular KMA meeting. (Fourth Monday of each month at 7:30 pm at the high school (Revised 1999-2000))

V. Collection & Tracking – How the money gets into the account. (Revised 2007-2008)

- A. Please make sure that your child's full name, phone number, grade and homeroom number are on each form.
- B. Please be sure to accurately total all columns of your order.
- C. Order forms are to be turned into the KMA locked wooden box that is located in the small room (elevator) off the lobby to the right of the Main Doors at the High School.
- D. No CASH ! One check for the total order must be included. Please make check payable to Keystone Music Association.
- E. There is no sales tax to collect.
- F. Collection of money from your customer is due when taking the order.
- G. Place order form and check in white envelope. Please mark on the outside of the envelope students name and name of fundraiser. (Example: John Smith – Scrip)
- H. **Bank Processing fees and legal costs for the collection of non-sufficient fund checks will be the responsibility of the person writing the check.**

VI.

Vouchers – How the money gets out of the account.

- A. Transfers
 - 1. Students may transfer to another student's tracking account by completing a transfer request form. This form must include the signature of the transferring student's parent or guardian.
 - 2. The receiving student must then access the transferred money using the voucher process.
- B. Withdrawals
 - 1. The student will complete a request for funds using a KMA Tracking Voucher, available from KMA web page.
 - 2. Two copies of the voucher must be completed legibly.
 - 3. Both copies are given to the director.
 - 4. The director approves or rejects the voucher request.
 - 5. If approved, the director forwards the voucher to the Tracking Chairperson.
 - 6. The Tracking Chairperson reviews the accounts to confirm adequate funds, log the expense into the student's account and issue a check.
 - 7. One copy of the voucher is kept on file and the other is returned to the director.

8. Individual reimbursement checks will be made payable to parents only and will be mailed to the parent or guardian with their copy of their request showing their new account balance.
9. Requests unable to be met due to insufficient funds are returned to the student.
10. Vouchers resulting in a single check issued to cover multiple student requests (i.e. Keystone High School Vocal Activity Account) will be kept by the director.

VII. Closing Accounts – What happens to the money?

- A. If the student leaves the music program the account remains in the family name until the youngest child graduates or the money is transferred to another student.
- B. Graduating Seniors
 1. Balance in tracking account at graduation may be transferred to another student by written request of the graduating student's parents.
 2. In the event of no written request by the last day of school, money will revert to the KMA general fund.
- C. Students leaving the Keystone School District
 1. Balance in tracking account may be transferred to another student in the program by written request of departing student and parents.
 2. In the event that no transfer is requested within thirty days of withdrawal from Keystone, balance reverts to KMA.