

Fundraising for Marching Band Trip Guidelines

Lincoln Southeast Knights Band Boosters will be assisting Mr. Metteer in running fundraising projects to help students raise money for the upcoming marching band trip. The booster group has developed some rules and guidelines to ensure things run smoothly during the fundraising events, and to make sure everyone is “on the same page.” Most of these are common sense, but we wanted you to be aware of them.

Money that is fundraised by an individual student goes into their individual “trip account,” **subject to the rules below**. Individual reports of the type and amount of money fundraised by each student will be issued periodically.

1. We will **not** accept cash as payment for fundraisers. If a student collects any cash (paper or coin), the student or his/her parent **must** write a check for the cash amount and enclose that as payment.
2. If a student raises more money than the trip total the excess stays in the music booster’s general fund.
3. If a student fundraises money, and then does not go on the trip, the money that was fundraised stays in the music booster’s general fund.
4. A student may not keep profit from a fundraiser or use it to pay or partially pay what is owed on that or another fundraiser.

Ex.—Suppose a student takes 10 pans to sell at a cost of \$10 each (a total of \$100 owed). Assume these pans have a 50% profit (\$50 would go into the student’s trip account from that fundraiser).

The student would owe \$100 with \$50 profit going into their account. They would not be able to “apply” that \$50 profit to the \$100 they owe and thus only pay \$50.

Another ex. —Assume the same scenario as above (10 pans at a cost of \$10 each). Except this time, the student returns 3 pans as unsold. The student would owe \$70 (in check(s)). He/she would not be able to keep \$35 and just owe the \$35 that the pans cost.

The rationale for rules 2-4 is: When a student fundraises and states to a prospective purchaser that they are fundraising for the LSE band (or instrumental music) and a band trip, the money must go to that organization or for that purpose. If a student is allowed to keep money they fundraised, or apply “profit” to the total amount they owe the student would be, in effect, fundraising for his/her personal profit.

5. If a student returns an item(s) he/she was unable to sell (e.g. a pan), that student **must** have the chairperson of the fundraiser mark off that item as returned.

6. If a student has not turned in money from an earlier fundraiser(s), we may limit participation in current fundraisers until that amount owed is paid.
7. The money for a fundraiser needs to be turned in in a timely manner.