

## **Guidelines for Hillsboro Hawks High School Band Family Personal Accounts**

The Hillsboro Hawks Band Boosters Club is establishing Family Personal Accounts for the specific purpose of helping Hillsboro High School Band students and their families offset the expenses of the bi-annual band trip. The Hillsboro Hawks Band Boosters Club is an independent non-profit organization with no financial affiliation with the Hillsboro School District. Family Personal Accounts funds are accounted for independently from the general Booster funds, and will be used only for the bi-annual band trip with no intention of checks or cash ever being issued to individuals.

All money raised through fundraising belongs to the Band Boosters. However, with this profit sharing system, credit will be given to students and families that work on specific fundraisers earmarked as Profit Sharing Events. Considerable time and effort will be expended by the Booster organization to make these fundraising opportunities available. The events will be held in the name of the Hillsboro Hawks Band Boosters Club.

These guidelines govern the Family Personal Accounts:

1. Participation in the Family Personal Accounts program is voluntary.
2. The word “band” in these guidelines refers only to the Hillsboro Hawks High School bands.
3. The word “shares” in these guidelines refers only to volunteer points awarded to either parents or students when working at Profit Sharing Events. Only parents or legal guardians of band students, or the band student him/herself are eligible to earn shares.
4. Net profit earned at Profit Sharing Events will be pooled and the total pool will be divided equally according to accumulated shares.
5. Shares will be tracked and available for review upon request. It is the responsibility of the students and their families to be a ward of their account. Although every effort will be made to rectify discrepancies, Hillsboro Hawks Band Boosters will not be held financially responsible for disputed discrepancies that cannot be substantiated.
6. All monies credited to a Family Personal Account can only be used for the Hillsboro High School band trip.
7. No money can or will be issued to individuals by check or in cash or for personal use.
8. If a student withdraws from Hillsboro High School or the band program, either voluntarily or otherwise, for any reason, their monies will be absorbed into the general Booster fund. Special arrangements may be made in advance for students whose band participation may be suspended for a period of time.
9. All monies from graduating students’ will be absorbed into the general Booster fund or transferred to a family member’s account at the end of the school year if that family member is currently a band student or will become a band student the following school year.

### **Funding Your Family Personal Account**

In addition to the fundraising events held each year to support the general Booster fund and the Hillsboro Band Programs, students and parents are encouraged to participate in Profit Sharing Events to fund their Family Personal Accounts.

#### How does it work?

- ❖ During the year, the Boosters will sponsor several Profit Sharing events. A pre-determined number of adults and students will be requested for each event and participation slots will be filled on a first-come, first-served basis with preference given to the volunteers with the least amount of participation points (shares.)
- ❖ Participation in an event requires at least two hours of volunteer time, or completion of a volunteer activity. Attendance at an event does not constitute participation. Shares will not be awarded for attending, but not working, an event. Sign in/out sheets will be utilized to document participation at an event. Participation records will be kept by the Booster Secretary.
- ❖ Net profit from Profit Sharing Events will be pooled. Total participation points (shares) will be pooled. Total net profit divided by total shares will give a dollar amount per share rate. This rate will be multiplied by the total number of shares in each Family Personal Account and monies will be distributed to the accounts accordingly. Financial records will be kept by the Booster Treasurer.

#### 2009-2010 Profit Sharing Events (fundraising)

\$ Car Wash	Quarterly (weather dependent)
\$ Chili Supper	During Pep Band season
\$ Parents' Day Out Lock-In	1 event over the holidays
\$ Edward Jones Dome events	4 events with 50% going to share accounts
\$ 2 <sup>nd</sup> Annual Trivia Night	Jan. 9, 2010
\$ Easter Egg Hunt (7 <sup>th</sup> -12 <sup>th</sup> gr.)	Mid to end of March 2010
\$ 2 <sup>nd</sup> Annual Car Show	April 2010
\$ 2 <sup>nd</sup> Annual Tailgate Sale	Spring 2010

#### More opportunities to earn shares (non-fundraising)

- ☺ Pack lunches before competition road trips
- ☺ Set up/serve/clean-up meals on road trips
- ☺ Provide food (dessert, fruit, etc.) for band meals (100 servings)
- ☺ Sell band items at football/basketball games

#### More fundraisers to increase \$\$ pool (no volunteer time required)

- \$ Afghan Raffle at Football Games
- \$ Afghan Raffle at Christmas Concert
- \$ Hardee's fundraiser