



Mars Area Band Boosters Inc

PO Box 1061

Mars PA 16046

Contact: treasurer@marsband.com

Web site: www.marsband.com

Fundraiser Policies & Procedures

Student Fund Raising / Trip Accounts

When a student enters the Mars Area Marching Band Program, the Treasurer sets up an individual Fund Raising / Trip Account for that student within the Mars Area Band Boosters Account. This "Student Trip Account" is used to help cover the individual students cost of Band trips made throughout their years in the Mars Area Marching Band program. Please note: Per IRS regulations this account can only be used for Student trips and may **NOT** be used to pay for other items throughout the year (T-Shirts, shoes, band clothing, **activity fees**, etc.). Students who earn \$600 or more in any calendar year must furnish a signed W-9 to the Mars Area Band Boosters, and they will receive a 1099-MISC (Miscellaneous Income) form before the end of January the following year. This income will be reported as taxable income, per IRS regulations. Any parent/student who does not wish to submit a W-9 is not eligible to earn more than \$600 during any calendar year, and any additional earnings will go to the Mars Area Band Boosters General Fund.

Funding your Student Trip Account

1.) **Fundraisers** - Numerous fundraising opportunities are available throughout the year. Past examples include Hoagie Sales, Flower Sales, Raffles, Car Washes, Mars Band on the Run, etc. Periodic announcements will be made at Band Booster meetings, as well as via email and the Band Facebook Page (**Mars Area High School Band**) to advise which fundraisers are being held. The majority of the profits made on fundraisers are credited to the individual Student Trip Accounts, however most fundraisers include some percentage of profit that goes to the Mars Band General Fund. For each fundraising opportunity, students will know how much of each unit sold will go toward their individual Trip Account. *If you choose to opt out of fundraisers altogether, we kindly ask that you consider making a donation (\$50 - \$100) to Mars Area Band Boosters, as we have many expenses throughout the year which are not paid by the school, but benefit all Band members. (Per IRS regulations, this donation is not required.)*

2.) **Direct Funding** – In addition to fundraiser earnings, students can make additional direct payments to cover the cost of their trip. These payments, made by check or cash, will be credited to the students Trip Account. Included with any trip packet will be a schedule outlining due dates for deposits and any subsequent payments. Please contact the **Treasurer** at any time to get your current Trip Account balance or if you have any problems meeting any payment deadline, etc. He can be reached at treasurer@marsband.com.

Trip Account Refunds

Balances/Trip Deposits can be refunded to Parents for up to the amount of money direct funded into the Student Trip Account only. Per IRS regulations, **no amounts raised by fundraising can be refunded**. A deadline will be established by the **Treasurer** to notify parents when they can request a refund of any cash payments.

Graduating or Final Band-Year Students

Per Band Booster Policies & Procedures, when a student discontinues participation in the Band (i.e. Graduates, no longer participates, etc.), any remaining student Trip Account balance reverts to the Band Boosters General Fund. The only exception to this rule is the Trip Account balance can be transferred to a sibling who is currently in or will be a Band member in the upcoming school year.

Student Trip Accounts are a benefit provided by the Mars Area Band Boosters to students and parents of the Mars Area Band. Questions about Student Trip Accounts should be referred to the Treasurer of the Boosters (treasurer@marsband.com), and not the Band Director.

Yours in Music,

Thom Brazel, Treasurer

MARS AREA BAND BOOSTERS, INC.