

This is an excerpt from the Band Boosters Standing Rules explaining Student Activity Accounts.

VII. STUDENT ACTIVITY ACCOUNTS

1. Purpose. To assist all band students with the expenses associated with participation in the WKHS band program.
2. Participants. Every WKHS band student enrolled in grades 9-12 will be offered a student activity account, which will remain active until their graduation or transfer from WKHS, or upon their withdrawal from the band program.
3. Funding of student activity accounts is made through private donations and student fundraising efforts. Certain Band Booster fundraising events allow all or a percentage of the benefit to be deposited into the activity account of the student responsible for earning that benefit.
4. Allowed uses of Student Activity Account Funds:
 - Band contract fees.
 - Band-sponsored trip expenses for band student only. (Expenses do not include souvenirs, snacks, or incidentals.)
 - Private music lessons.
 - Instrument purchase or rental.
 - Instrument repair and maintenance, including parts, reeds, mutes, lyres.
 - Registration fees for honor bands, clinics, music camps
 - Registration fees for competitions including accompanist fees.
 - Band uniform shoes, gloves, summer uniform shirts, show shirts.
 - Other expenses approved by the Director of Bands.
5. Account Withdrawals. Students may request withdrawals using a written request form. The Director of Bands will review the purpose of the request, approve, sign, and forward it to the Treasurer. If there are sufficient funds in the student activity account, a check will be written directly to the store, vendor, teacher, or other approved payee indicated on the request form. Checks shall not be written for more than the amount currently deposited in the student's activity account.
6. Reimbursements. Approved expenses that have already been paid by a student or family member can be reimbursed after sufficient funds in their student activity account have accumulated. Appropriate documentation of the expense must be submitted with the written request form. To reduce the frequency of withdrawals and check writing tasks for the Treasurer, one reimbursement will be allowed per expenditure within the same school/fiscal year that the expense was incurred.
7. Negative Account Value. Should a student activity account become overdrawn, the student's parent/guardian is responsible for immediately refunding the overdrawn amount to Band Boosters. The treasurer is to follow notification procedures for Past Due Payments.
8. Reports. The status of student activity accounts is managed by the Treasurer and reported to the student's parent/guardian semi-annually or at other times upon request.
9. Inactive Accounts. Unclaimed monies remaining in a Student Activity Account upon a student's graduation or transfer from WKHS, including monies remaining in an account 60 days after a student's withdrawal from the band program, can be moved to a sibling's student activity account if that sibling is a member of the band or will be a member the following year. Requests to transfer unused funds to a sibling's account must be made in writing. All other unclaimed monies will be transferred by the Executive Board to the Donna Johnston Assistance Fund or other approved use.