

## Check returned for Non-Sufficient Funds

Dear Parents:

As many of you know, our booster club strives to enhance the education of our band students and assist Mr. Allison and Mrs. Lee in many ways. To do this, we rely heavily on monies raised through various fund raising activities. As we progress through the 2005-2006 school year, there will be many opportunities for you and your children to assist in raising the necessary funds to help us improve the band program here at Summit Parkway Middle School (SPMS).

Although we realize that mistakes happen, it is important that we do our best to ensure that checks made out to the band boosters will clear the bank without being returned for non-sufficient funds (NSF). Each time checks are returned to us for NSF, we have to begin the process of collecting the amount of the check so that expenses related to the particular fundraiser as well as other expenses can be covered. This process takes valuable time away from our volunteers. In addition, the bank assesses a \$5.00 fee to our account for *each* check that is returned for NSF. Although \$5.00 is not a lot, it can add up as time progresses causing us to use funds to cover these fees as opposed to using the dollars elsewhere.

It is for these reasons that the SPMS Band Boosters has adopted the following policy on collecting checks and NSF checks. This policy will become effective February 1, 2006.

1. Each student (or his/her parent) will be responsible for ensuring that all checks collected have a name, address, and telephone number on each check and the name of the student on the "for" line of each check collected.
2. A record will be kept on each student for each fundraiser. The record will reflect the student's name, his or her parent(s)' name, address, and telephone number as well as the name and telephone number of each check collected by the student.
3. The first time a check is returned, an attempt will be made to contact the individual who wrote the check. The individual will be given two options:
  - a. paying cash or cashier's check for the amount of the check and a \$10.00 fee, or
  - b. advising that the check can be re-deposited as the funds are available and paying the \$10.00 fee.

It should, however, be noted that if option b is selected and the check(s) is returned a second time for NSF, the individual will be notified, in writing of the return check. If this should happen, the parent(s) of the student will also be notified via letter and will then be responsible for ensuring that the booster club receives the amount of the check plus the \$10.00 fee. The parent(s) have a choice of either paying "out of pocket" by either cash or a cashier's check or contacting the individual who wrote the check and collecting either cash or a cashier's check to cover the amount of the check plus the \$10.00 fee. The parent(s) will be given 15 days from the date of the letter to make contact with the booster treasurer.

If there is no contact information for the individual or the volunteer is unable to contact the individual after two attempts, the student's parent(s) will be contacted either by telephone, letter, or e-mail and given the following options:

- c. paying cash for the amount of the check and any associated fees charged to the booster's account, or
- d. contacting the individual who wrote the check to inquire as to whether or not the funds are now available in his/her account. If so, the parent(s) will notify the treasurer either by phone or e-mail to request that the check be re-deposited.

It should, however, be noted that if the parent(s) select option d and the check(s) are returned a second time for NSF, the parent(s) of the student will be notified. If this should happen, the parent(s) will receive a letter and will then be responsible for ensuring that the booster club receives the amount of the check plus any associated fees charged to the booster's account. The parent(s) have a choice of either paying "out of pocket" by either cash or a cashier's check or contacting the individual who wrote the check and collecting either cash or a cashier's check to cover the amount of the check plus the \$10.00 fee.

4. A list of the names of individuals for whom we have received NSF checks will be made and used for reference on future fundraiser events. If a student collects funds from an individual for whom we have received more than one NSF check, the parent(s) will be notified, in writing, that the check cannot be accepted and will be asked to either collect the funds from the individual in cash or a cashier's check. Otherwise, the order will not be submitted with the other orders and the student will not get credit for the sale of the item(s) ordered.
5. The same policy will be applied to parent(s) of band students. The only difference is that the parent(s) is/are solely responsible for making sure that the booster club receives the funds.

We hope that you can understand our position on this matter and will work with us to ensure that everything runs smoothly.

Sincerely,  
*SPMS Band Booster Executive Board*