

## INDIVIDUAL BAND STUDENT ACCOUNT REQUEST FORM

Parents and students may request money to be deducted from the student individual account. That money is earned by the participation of a band member / family in fund-raiser events sponsored by the band booster club. According to booster club policy, a percentage of funds raised is contributed to an individual account system for the benefit of the band, the student, and financial relief of the cost of band for the members.

### **Follow these guidelines:**

1. No money will be deducted from an account if the student does not have sufficient money to cover the request nor has other previous debts owed to the band.
2. There must be money in the account to cover the request.
3. **Parent Signature** is required.
4. **Director Approval and Signature** is required.
5. Use money for items / services that benefit the band. (e.g.: band/leadership camps, banquet awards, band trips, band instruments, uniforms, private lessons, region/all-state band clinics, etc.)
6. Submit request at least one week prior to events.
7. Attach receipts to request for out-of-pocket expenditures within 30 days of purchase of instrument needs, sheet music and materials needs, etc.
8. No checks will be written to students.
9. Checks written to parents or private lesson teachers must have appropriate receipts attached.

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Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

I give my permission for \$ \_\_\_\_\_ to be deducted from individual account to pay for:

Parent Signature: \_\_\_\_\_

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(Receipt)

Student Name: \_\_\_\_\_ To Pay For: \_\_\_\_\_

Amount Deducted: \$ \_\_\_\_\_ Amount Remaining in Account: \$ \_\_\_\_\_

Account Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

