



### Individual Student Fundraising Accounts Policy & Procedures

This policy is drafted to maintain consistency and establish guidelines relating to the individual student fundraising accounts of the Owen J. Roberts High School band students maintained by the Owen J. Roberts Music Parents' Organization (OJR MPO).

#### Student Account Policy

1. Fundraising is regarded by the IRS as benefiting the entire band, not an individual student. However, using a student account to hold some fundraising profits can be an acceptable tool to help a student earn his/her own monies for trips.
2. Decisions regarding fundraisers and how the proceeds are allocated are entirely up to the board of the OJR MPO.
3. Student accounts are considered an asset of the OJR MPO; it is not the student's money.
4. Student accounts can be used to pay for a student's band-related trips only.
5. Student accounts may accumulate funds over the time the student is in the high school band.
6. Student accounts will never be cashed out and distributed to the student or family. Any student account monies not used, for any reason, will remain assets of the OJR MPO:
  - a. If a student leaves the band or graduates with unused monies in their student account, the monies will either transfer to a sibling student account (sibling must currently be in HS band or will be next season) or to the OJR MPO general account.
  - b. This includes if a band trip is canceled and students are unable to use the monies in their student accounts.

#### Student Account Procedures

1. Balances in student accounts shall be maintained by the OJR MPO Treasurer, who will keep an accounting record of each student account.
2. Any current band student or parent may request a current balance or record of what was earned during a particular fundraiser. The Treasurer will provide the information within seven (7) days of a written request.
3. Written requests may be made via email to [Treasurer@ojrbandmpo.com](mailto:Treasurer@ojrbandmpo.com) or sent by US mail to: Owen J Roberts High School c/o OJR MPO Treasurer, 901 Ridge Road, Pottstown PA 1946
4. The OJR MPO does not have the resources to maintain an on-line accounting system nor does it have the resources to distribute the information on a regular basis.
5. All band students and their parents are responsible for keeping records of dates and sales of a fundraiser. The coordinators of fundraisers will keep a record of sales and earnings.

Questions about these guidelines should be directed to the Treasurer of the OJR MPO.

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Parent Signature

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Treasurer Signature

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Treasurer Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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