

Jefferson Band Parents Association Fundraising Payment Policy

The Jefferson Band Parents Association offers various fundraising opportunities throughout the year to raise money on behalf of the band to help offset band expenses not covered by the school district and also to allow students to raise money to offset the cost of band fees and future travel fees. The Association has placed the following policies in effect for fundraising payments:

- No cash will be accepted for payment unless a payment arrangement has been made with the Fundraising Coordinator or the payment being made is to repay non-sufficient funds check. If cash is accepted, a written receipt will need to be given to the student acknowledging acceptance of the cash.
- All checks accepted by the student will need to be payable to the parent/guardian and then in turn, one check or money order written and payable to the "Jefferson Band Parents Association" for the amount due.
- Any checks that are returned Non-Sufficient Funds (NSF) will be subject to the Return Check Policy.
- Student profits will not be turned into the Jefferson High School bookkeeper until six weeks after the original check was deposited to the Association's checking account. This will allow time to ensure the check clears the maker's checking account and would give sufficient time for any NSF checks to be returned to the treasurer and communication with the Fundraising Coordinator can be made.

Jefferson Band Parents Association Return Check Policy

Checks Policy:

- Checks must be written for the purchase amount only
- Checks must be numbered and personalized with the current name and address
- The check date must be current. We will not accept post- or- future dated checks.
- The check must have a financial institution's identification number, or routing transit number, that runs across the bottom, along with the customer's account number and check number.
- The "Pay to the Order of" section must indicate "Jefferson Band Parents Association"; no third party checks will be accepted.
- Both the written and numeric amounts must match.

Non-Sufficient Fund (NSF) Policy:

A check is considered non-sufficient funds/returned when the check has been returned from the financial institution for non-sufficient funds in the account. When a non-sufficient funds/returned check is received, the following will occur:

- A letter will immediately be sent to the maker of the check notifying them that their check has been returned.
- A \$5.00 return check fee is required to be paid to the Jefferson Band Parents Association along with the original amount due. The amount due will only be accepted by money order/official check or cash. Checks from the individual will not be accepted until the amount is repaid. The return check fee is subject to change if financial institution revises fee schedule.
- The treasurer will keep a copy of the letter and submit a copy to the fundraising coordinator to ensure no product or credit towards student fees is given to the student until the check and fee have been paid.
- After the second instance of a non-sufficient funds item, all future payments from the individual will be required to be made by cash or money order/official check.