

Leesville Road High School Dance Boosters**Policy Document****Student Field Trip Account Policy**

The Student Field Trip Account Policy addresses funds that originate from Leesville Road High School Dance Boosters fund-raising activities. This policy does not address those funds paid on behalf of individual students for field trip expenses. Participation in fund-raising activities is not a requirement.

The LRHS Dance Boosters Board may establish Student Field Trip Accounts each school year on an as needed basis. The intended use of these accounts is to fund expenses for major field trips deemed eligible by the Board, through fund-raising activities. The intended duration of these accounts is the school year in which they are established.

The Board may designate specific fundraising activities for general fund raising or for purposes other than field trip expenses. Funds raised from these activities are therefore not eligible for inclusion in Student Field Trip Accounts.

The Treasurer will maintain records on all contributions and distributions from Student Field Trip Accounts.

Fundraising for Student Field Trip Accounts should be planned based on estimated expenses and should contain a zero balance after these expenses are deducted. If the amount in a Student Field Trip Account exceeds the amount needed for approved expenses, remaining funds will transfer to the Dance Boosters General Fund. Funds remaining in Student Field Trip Accounts will not be carried forward to the next school year.

Funds raised will be distributed among participants according to a measure of their involvement in the activity: hours worked, items sold, or other measures as determined by the fundraising chairperson and approved by the Board.

Donations to the dance program may be earmarked for specific Student Field Trip Accounts. However, these contributions, if not fully expended for the intended purpose, are non-refundable and will become part of the Dance Boosters General Fund.

Student Field Trip Accounts may be used to pay authorized field trip expenses for approved parent/guardian chaperones of the student account holder.

Student Field Trip Accounts may be shared among siblings who are simultaneously eligible for these accounts within the same school year. Funds in Student Field Trip Accounts will not be held for siblings planning to be eligible in the future.

Student Field Trip Accounts may not be used to fund the required semester dance class fee.

Student Field Trip Accounts may not be used to acquire items that remain in the personal possession of any individual.

Under no circumstances may funds from a Student Field Trip Account be transferred to another booster club or to any other organization – profit or non-profit – even if that organization is sponsored by Leesville Road High School.

If a student is unable to utilize funds in his or her Student Field Trip Account for any reason, including withdrawal from Leesville Road High School, funds in this student's account will transfer to the Dance Boosters General Fund.

At all times, participants in fund-raising activities should understand that the purpose of those activities is to benefit the dance program at Leesville Road High School, not the individual.

Exceptions to this Student Field Trip Account policy, due to extenuating circumstances, must be presented to the Board in writing and will be voted upon by the Board.