

# LRHS Performing Arts Boosters

## Payment Procedures

### Fair Share

All students participating in the Leesville Road High School Choral Program will be responsible for a Fair Share payment due in November of the current school year. Fair Share is \$50 for Beginning Choral students and \$75 for Intermediate and Capital Pride. Students may use fundraisers or other means to pay for their fair share. **The Fair Share fee must be paid in full prior to a student participating in any trips planned for the chorus.** Payment will be made to the *Performing Arts Boosters*.

### Uniforms

All students are required to purchase a uniform to participate in choral performances.

Woman's Uniform:

- Custom made floor length dress
- Black closed toe leather pumps with a 1 ½ - 2 inch heel (closed back, no straps, buckles or other adornments and no patent leather)
- Nude color pantyhose
- Dress fitting is done at school during a designated time.

Cost:

- To purchase a new dress the cost is \$150 payable to the Performing Arts Boosters.
- A \$100 deposit is due at the time of the first fitting and the balance of \$50 is due upon completion of the dress.
- The shoes and pantyhose can be purchased at any local retailer.
- Used dresses, sold at a cost of \$75, are sometimes available through the Used Dress Sale organized by the Performing Arts Boosters. This sale is announced in advance. Payment is made directly to the individual selling the dress. The Uniform Coordinator will approve the purchase based on proper fit.

Men's Uniforms:

- Beginning and Intermediate Chorus uniforms consist of black tuxedo pants
- White wing tip collar tuxedo shirt
- Black cummerbund, black bow tie and black shirt cufflinks and studs purchased directly from Savvi Formalwear
- Black leather dress shoes and black socks may be purchased from any local retailer
- The Capital Pride uniform is the same as above with the addition of a black tuxedo jacket purchased directly from Savvi Formalwear
- Uniform fitting is done at school during a designated time.

Cost:

- The approximate cost is \$75 for the Beginning and Intermediate tuxedo pieces
- Capital Pride Men will purchase the tuxedo jacket for an additional \$75.
- If financial assistance is required, the parent must contact the Performing Arts Booster Uniform Coordinator or Choral Director prior to uniform measuring (within the first two weeks of school).

## Student Accounts

Students will have a PAB Student account as long as they are involved in the choral program. A student's PAB account will be credited periodically as they participate in fundraising activities, DPAC, and other opportunities. A statement of account activity will be sent to each parent in the Fall. **Fair Share fees will be automatically deducted from the PAB student account and must be paid in full before any requests for reimbursement will be processed.** If there is not enough money in the account to cover Fair Share or another activity, the balance will be paid by the parent. Updated student account statements are available upon request by parents.

## Fundraising

Several opportunities will be available during the school year for students to raise money for a student's PAB account. Fundraising opportunities may include purchasing grocery cards through the PAB for Lowes Foods, Food Lion, and Kroger; paper or food Sales; and working concessions at the Durham Performing Arts Center.

## Payments

Payments may be made by check payable to Performing Arts Boosters (PAB) or cash and brought to school by the student to pay for trips, uniforms, Fair Share, or fundraisers. Grocery Cards may only be purchased by a parent from the PAB member in charge of Grocery Cards. The board member selling grocery cards will be available at any Performing Arts General Meeting or will sell the cards from their home. Due dates for payment of uniforms, trips, etc. will be sent home via email group or in a memo sent home with the student.

If a student has money in their PAB student account from fundraising, they can seek reimbursement for approved choral expenses by filling out a reimbursement form located in the brown box in the chorus room or downloaded from the PAB website. All requests from PAB student accounts must be submitted by June 30<sup>th</sup>. The parent or student fills out the form, attaches receipts (if applicable), and returns the completed form to the brown box in the choral room. The treasurer will write reimbursement checks as long **as there are funds in the account to cover the expenses.**

## Returned Checks

If a check is returned for non-sufficient funds, the parent will be responsible for reimbursing the *Performing Arts Boosters* for any bank fees incurred as a result of the returned check. After two returned checks during the student's first year of participation in the choral program, fees must be paid in cash, by money order, or with a cashier's check. If the student continues in the choral program in subsequent years and an additional check is returned for insufficient funds, all remaining fees must be paid in cash, by money order, or with a cashier's check.

**Students who have returned checks on their account will not be able to participate in any trips until reimbursement for returned checks are made to PAB.**

## Refunds

Any funds left in a student's account after leaving the choral program or graduating will not be returned to the student. Remaining funds will be transferred to the PAB Scholarship Fund. If a student has a younger sibling entering the choral program the next school year, they can transfer their balance to their sibling. The student would have to notify the PAB member in charge of student accounts prior to end of the school year. All reimbursement requests from PAB student accounts must be submitted by June 30<sup>th</sup>.

Revised 8/16/11