

Individual Student Financial Accounts (SFAs)

(Approved by Band Booster Executive Board on 9.1.2022. Approved per Eddie Owen and Brittany True on 9.1.2022)

As of 2/10/2024 the LBJ Band Booster board has made the decision to discontinue the SFA program. The current policy will remain in effect until 5/31/2024. Please see the SFA Posted Expiration Letter for more details.

Purpose/Rationale: The purpose of developing a system of individual student financial accounts (SFAs) within the Liberty High School Band program is to provide students and families opportunities to raise, store, and spend funds for band or guard related purchases/fees/trip expenditures while a student is enrolled within the band program at LHS.

Definitions:

- **SFAs** - Individual Student Financial Accounts
- **Band-** the LHS Band (Blue Jay Pride and Guard) includes band and guard members enrolled in band/guard class at Liberty High School.
- **LBJ Band Booster General Account** - This account managed by the Liberty Blue Jay Band Boosters, a non profit 501c3 organization, and is used to cover some group travel and logistics expenses, necessary equipment at various times of the year, hospitality for students/judges/guests, awards, and other miscellaneous needs throughout the year not covered under the school's band and guard supplies/activity budgets.
- **Directors** - The head and assistant band directors at LHS employed by the Liberty School District on a full-time basis.

Procedures and Policies: SFAs will start on the first day of the fall semester for all newly enrolled band and guard students at Liberty High School. These accounts will be ongoing for as long as a student is enrolled in the Liberty Blue Jay Band Program (i.e., a student enrolled in a band/guard course at LHS in consecutive academic semesters, or is participating in winter guard).

Students/families may elect to spend accrued SFA money on items such as required marching band performance attire, required method books, marching band shoes, guard uniforms/shoes, guard equipment such as rifles, flags, any band trip expenditures, band rental fees, private lessons, and any other required or optional expenditures directly related to band courses, activities, and trips. Students/families may spend these funds only while the student is enrolled in a band or guard class/winter guard at LHS with approval from the Directors.

SFA funds may only be used to reimburse band/guard related expenses that have already been paid by the student. To utilize SFA funds, students must complete the online reimbursement form available on the website and upload a receipt that clearly shows the eligible related expense has been paid. Requests will be forwarded to LJB Band Booster Student Treasurer via email to be

processed, and then reimbursement payment will be made within 3 weeks to the student. If a student is unable to pay expenses upfront and has a balance available in SFA to utilize for band related expenses, then this policy may be modified on a case-by-case basis by the Band Directors and Booster Board.

If a student elects not to enroll in a band/guard course in the following fall semester, then the default action for their accrued funds will be to transfer the entire balance of their SFA into the LBJ Band Booster General Account during the third week of the semester in which the student is no longer enrolled. However, parents/guardians may instead elect to donate all or part of the accrued balance to the SFA of a sibling or multiple siblings of the student who is no longer enrolled in band. Such requests must be submitted via the online form available on the website to the LBJ Band Booster Student Treasurer by the first day of the third week of the semester or the balance automatically will be transferred to the LBJ Band Booster General Account.

In general, any money transferred out of an SFA due to a lapse in consecutive enrollment in band will not be returned to an SFA if a student later decides to re-enroll in the Liberty Blue Jay Band Program. The student's SFA balance will start over at \$0.00 when the student re-enrolls. However, if the circumstances for the lapse in enrollment are out of the student's control, then this policy may be modified on a case-by-case basis by the Directors, in conjunction with the LPS Fine Arts Administration and LBJ Band Boosters.

Students and parents/guardians may monitor their SFA balance by contacting the Band Booster Student Treasurer via the online form and requesting a confirmation of the current balance. The Treasurers of the Boosters will keep accurate, up-to-date records of all balances, credits, and expenditures of each SFA.

Fundraising: Fundraisers will be offered at various points during the year for eligible students. Per LPS board policy, all fundraisers are optional. Fundraisers may either be classified as "General Account" fundraisers or "Individual" fundraisers.

- General Account fundraisers - 100% of the profits earned from these fundraisers will be placed in the Liberty Blue Jay Band Booster General Account, not credited to individual SFAs.
- Individual fundraisers - 100% of the profits earned by an individual student will be credited to the student's SFA, tracked within the overall balance of the General Account.
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Timeline for Implementation:

- August 2022- Booster Treasurer/Executive Board review policy and record-keeping system for SFAs.
- September 2022- Review policy at monthly Band Booster Meeting, update policy on band website, and provide updated reimbursement form to all students.

- November 2023-Minor revisions made to this policy to explicitly include winter guard activities, and new online processes for requesting disbursements, inquiries, and transfers.