

## Guidelines for the Use of Marching Band Booster Organizations in the Collection and Disbursement of Student Fees



2. Profit and Loss Statement
3. General Ledger Activity report
4. Bank Statements
5. Completed Bank Reconciliation
6. Student Payment Spreadsheets (i.e. class fees and spring trip)
7. Receipts

FCPS funds from student fees and FCPS-sponsored activities are also subject to an annual audit by a duly qualified accountant or accounting firm approved by the School Board.

### B. Student Records Under FERPA

Under the MOA, members of the Booster Organization providing services under the Agreement are deemed school volunteers, meaning that they are volunteering their services without compensation to assist and to perform functions under the general supervision of school staff that would normally be performed by school staff in the normal course of FCPS business. As school volunteers, such individuals are considered to be "school officials" as that term is defined by the Family Educational Rights and Privacy Act (FERPA). As "school officials" for FERPA purposes, FCPS may allow such individuals to access personally-identifiable student information and records without written parental consent to the extent these individuals need access to such information and records to perform the tasks outlined in the attached Booster Agreement. The school principal shall have discretion to determine the extent of personally-identifiable student information and records required to perform these tasks, except that access to student identification numbers is prohibited.

Booster members who receive personally-identifiable student information and records in connection with performing tasks described in the attached Booster Agreement are required to safeguard this information and these records from any further re-disclosure except to: (1) other Booster members specifically assigned to perform tasks in connection with the Booster Agreement and who also require the information to perform such tasks and (2) employees of FCPS.

### C. Storage, Retention of Records and Access to Records

All records pertaining to the collection, management, or disbursement of FCPS Funds from student fees or FCPS-sponsored events and activities, whether such records are created by FCPS or by a Booster under the Booster Agreement, and whether such records are kept in paper or electronic form, are and shall remain FCPS' records.

The Booster shall store all paper records created in the course of performing duties under the Booster Agreement at the school site. At a minimum, paper records that do not exist in electronic form on the FCPS system/network shall be secured at the school site within one month of their creation. Any electronic FCPS records created or maintained by the Booster under the Booster Agreement should be stored on the FCPS system/network.

# Westfield High School Band Booster Organization Registration Form

*If you have more than one student, please complete one set of forms for each student.  
Full payment is due with these forms on August 16 at the Band Student/Parent kick-off meeting.*

Student's Full Name: \_\_\_\_\_ Student's Email: \_\_\_\_\_ Grade: \_\_\_\_\_  
Preferred Name: \_\_\_\_\_ Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_  
Parent/Guardian Full Name: \_\_\_\_\_

Mom: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Dad: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Guardian: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

New Student? ☐ Yes ☐ No Marching Instrument: \_\_\_\_\_ Concert Instrument: \_\_\_\_\_  
Personal Instrument ☐ Personal Instrument ☐  
School Rental ☐ School Rental ☐

New Marcher Jacket Size (Youth S-Youth XL, Adult S-Adult 3XL): \_\_\_\_\_ (get sized at August 16 meeting)

Permission to include student and/or parent contact information in a Band directory? ☐ Yes ☐ No

## DONATION AND ORDER FORM PAYMENTS PAYMENTS ARE DUE AUGUST 16, 2015

Band Booster Membership Donation (from page 2): \_\_\_\_\_

Subtotal from Marching Shoes, Uniform Items and Spirit Wear Order Form (from page 3): \_\_\_\_\_

Laura McBride Scholarship Donation (enter any amount): \_\_\_\_\_

Adopt-A-Band-Kid Donation (enter any amount): \_\_\_\_\_

Total Band Booster Payment: \$ 125.00 Check # \_\_\_\_\_ Make check payable to **WHSBBO**

### FORMS CHECKLIST (For Band USE)

- ☐ Registration Form
- ☐ Band Booster Membership Donation Form
- ☐ MB Shoes, Uniform Items, and Spirit Wear Form
- ☐ Supplemental Medication Authorization Form
- ☐ Volunteer Form

☐ COMPLETE

☐ MISSING FORMS

☐ NEW STUDENT

☐ FINANCIAL