

Standing Rules for Boosters

Student Commitment Information

Each student will have forms that need completed, and fees that are to be paid throughout the season. Forms will be approved by the Board under advisement of the Director and in conjunction with current FCPS policies regarding extracurricular activities. These forms will include but are not limited to:

- Commitment to the Program Season,
- Rules, regulations, and expectations
- FCPS Approved Medical Release Forms
- FCPS Approved Field Trip Forms
- Medical Information Forms
- Individual and Fundraising Account Declaration (Declaration). This item will be an agreement between the Student Family and the Boosters on the handling of the Student Account.
- Fees listings:
 - Student fees, announced on or before the beginning of any Program season, are to be paid in full on or before designated due dates set by the Board. The dates for installment payments can be found on the website calendar.
 - Uniform Fees assessed, based upon individual need.
- Checks returned for non-sufficient funds will be charged an amount equal to the Banks returned item fee.

Student Account Information

Student accounts will be handled under the stipulations listed in the Declaration, as designated under Student Commitment.

Payments:

- Payments towards Student Accounts will be submitted in a sealed envelope including all pertinent information including Student name, purpose of payment and breakdown to separate expenses. The envelope will be deposited or remitted in a manner designated by the Treasurer.
- Per the duties designated in Booster Bylaws, the Assistant Treasurer shall keep record of Student Accounts and on a regular basis provide the Student families a statement of balances and expenses.
- Fees for Special Events may be assessed as deemed appropriate by the Board and/or General Membership and/or by the Director. Appropriate rules and forms will be provided for such events.

Balances upon the departure from the Program:

- *Credit Balances* will be considered donations to the Boosters and be placed into the General Fund unless:
 - Credit balances derived from overpayment of designated fees can be transferred or refunded. Upon formal written request to the Board, and approval thereof, the credit balance will be refunded to the family.
 - The Student leaving the Program, who has a sibling entering or continuing in the Program, may have the credit balance transferred to a sibling, upon simple written request to the Treasurer.
- *Debit Balances* are to be paid in full on or before 90 days after departure of the Student from the Program.