

**HHS MUSIC BOOSTERS
SPIRIT PROGRAM POLICY**
August 22, 2006

General

The primary purpose of the HHS Music Boosters Spirit Program (formerly known as the Scrip Program) is to collect enough funds to replace Marching Band and Color Guard uniforms every ten years. The program offers three methods for collecting these funds.

The first method is the collection of “uniform contributions” at the time of registration. Fifty percent of marcher contributions goes into the “Uniform Replacement” account. Twenty five percent of Color Guard contributions goes into the “Uniform Replacement” account, and twenty five percent goes into the “Rifles and Sabers” account. The remaining fifty percent of these contributions goes into the Music Booster general fund for uniform-related purchases during the Marching Band season.

The second method is paper Scrip, which is similar to a gift certificate. Music Boosters purchases paper scrip (at a discount) from a variety of businesses and then sells it directly to members and organizations at full face value. The paper scrip is then used like cash (it is not replaceable if lost) to purchase merchandise from the participating business. Because members receive full value when paper scrip is purchased and direct/internet purchases are made, no portion of the purchase qualifies as a charitable contribution for income tax purposes.

The third method is earnings from Spectra for time spent working at Avaya Stadium events as well as from Santa Clara Vanguard for time spent working at their Bingo Nights. Checks reflecting this work are sent directly to the Music Boosters Treasurer. Contracts with both organizations make it clear that earnings are meant to benefit Music Boosters and not the volunteers themselves.

Managing the Spirit Account

1. The Executive Committee of the Music Boosters may modify the policies and percentages of the spirit program at any time and reserves the right to terminate the spirit program at any time. Upon termination of the spirit program, all credits available to other HHS groups will be paid after all scrip supplies have been sold. Any remaining credits from Music Booster member's accounts will be transferred to the HHS Music Boosters general fund.
2. The Executive Committee of the Homestead Music Boosters is responsible for appointing a spirit program treasurer, a scrip coordinator to hold the paper scrip owned by the Music Boosters, and an Avaya/Bingo coordinator. These three individuals form the Spirit Committee and are solely responsible to the Executive Committee.
3. A list of the available credits will be posted routinely and the Scrip Treasurer will make scrip accounting records available to the Executive Committee at any time.
4. There will be a physical audit of the cash and unsold paper scrip at least every three months.

Uniform Contributions

1. An appeal for a \$100 uniform contribution will be made at the time of Marching Band registration and will be included as it's own form with an explanation as to how the contribution will be allocated.
2. Uniform contributions will be collected by the Music Boosters Treasurer, and fifty percent of those contributions will be turned over to the Spirit Treasurer within sixty days of the end of registration.
3. Any uniform contribution funds unused by Music Boosters from the General Fund at the end of the Marching Band season will be turned over to the Spirit Treasurer and allocated to the "Uniform Replacement" account.

Paper Scrip

1. The Spirit Coordinator will set the time and place for scrip sales at school and band events (with the permission of the band director) and determine which adult members will sell scrip. The Scrip Coordinator may also establish consignment pouches to be held by assigned adult Booster Members for the convenience of people who want to buy scrip at other times.
2. The Scrip Coordinator will decide which merchants to purchase scrip from and will add or drop merchants based on an evaluation of demand and sales. Music Boosters reserves the right to add or delete businesses participating in the program at any time.

Avaya/Bingo

1. The Avaya/Bingo Coordinator will be responsible for negotiating and understanding the terms of the respective contracts, recruiting volunteers, providing an allocation of earnings and auditing payments received, notifying participants of individual earnings per event, and advocating on behalf of volunteers in the instance of a discrepancy. This person will be responsible for clearly communicating Spectra expectations regarding attendance and inventory.
2. Avaya volunteers will have a minimum flat rate of \$85 per 7-hour shift put into the student's account regardless of shortage (exceed 0.5% of sales value) and/or spoilage deduction, including any potential delay of establishing a staffing roster (late fee of \$25).
3. Staffing shortage resulting from a "no show" on the day of event will be a deduction of \$75 to the named volunteer and will be deducted from any current or future events from the volunteers pay out.
4. Any earnings above the minimum of \$85 related to a greater percentage of food sales will be allocated between volunteers and Music Booster at 85/15.
5. Students and family members aged 16 and older can participate.
6. Bingo volunteers will have a flat rate of \$59 per 5-hour shift put into the student's account. Family members over the age of 18 can participate.

Member Spirit Accounts

1. Members of the marching band, concert band, symphonic band, wind ensemble, orchestra, jazz band, choir and auxiliary are considered members of a recognized Music Booster group and are eligible to open an individual (or family) account in the Spirit Program. An account is started when paper scrip is purchased, a student or family member volunteers his/her time working at Avaya or Bingo, or student refunds are received from a music program activity.
2. Each member's spirit account will be credited with 2.0% of the face value of every paper scrip purchase for all scrip purchased by the Music Boosters at a discount greater than 2.0%. In the event the Music Boosters are unable to purchase a merchant's scrip at a discount of greater than 2.0%, members will not receive credit to their account for that merchant's scrip.
3. For Avaya, each member's spirit account will be credited a minimum flat rate of \$85 per event. Any excess income (exclude deductions) will be will be allocated between the volunteer and "the Music Booster Reserve" or "Choir" accounts accordingly at 85/15.
4. Spirit credits can only be used to offset student expenses from Music Program sponsored activities and winter auxiliary activities including transportation, lodging and uniforms (except Music for dues). A documented request must be made by the member to use their spirit credits and requests that exceed the members account balance will not be allowed.
5. Any amounts paid directly by check or cash towards the expense of a Music Program sponsored or auxiliary activity can be reimbursed at the end of the school year from the member's spirit account upon written request with a copy of cancelled checks or other means to substantiate the amount paid directly by the member.
6. If, subsequent to the opening of a member's account, a student decides not to join a recognized Music Booster group, the account will stay open until the student re-enters the program or graduates.
7. Member accounts will be closed and any credit balance will be transferred to the Music Boosters Reserve account

- when a student leaves HHS or graduates. Credits in these accounts cannot be reimbursed to the student or family (except as provided in #6 above) but may be designated to a specific Music Booster project (i.e., purchase of an instrument or equipment for the music program at Homestead). Upon written request, a family can request to maintain a graduating senior's (or one who is leaving HHS) account in a "hold" status for the benefit of younger siblings who will be entering the music or auxiliary programs (families can still purchase scrip to add to the balance of the held account).
8. Scrip credits cannot be transferred from one member's account to another member's account or to an organization account with the exception of family or extended family members.
 9. Monies received from student participation fundraising activities and refunds from music program activities (such as Band Camp) may be credited to the member's account. Once these monies are deposited into the member's account, all of the above policies regarding the use of the account and the credit therein shall apply.

Organization Scrip Accounts

1. Spirit accounts may be established for other recognized HHS groups. Those groups will be credited with the same percentage as the Music Booster member's accounts for paper scrip purchases.
2. Music Boosters will maintain scrip records for the group account; however, no individual contribution records will be kept by the Music Boosters.
3. 100% of all Avaya earnings will be allocated to a Homestead group if the volunteer is not already affiliated with the music program.
4. It is the responsibility of the other HHS groups to decide how the funds will be used and to designate those individuals able to request funds from their account.
5. Credits may not be transferred from one organization's account to another organization's account or to a member's account.
6. Any participating organization which has no scrip purchase or Avaya activity for 4 consecutive months may

be dropped from the program. The scrip treasurer will notify organizations of the potential termination and if there is no activity for an additional two months, the account may be closed and a check for the account balance may be issued in the organization's name and sent to the person responsible for their participation. The organization may reapply for an account at any time.

Uniform Replacement Accounts

1. An amount predetermined by the Executive Committee will be put into the "Uniform Replacement" account each year so that there will be enough funds in that account to replace marching band uniforms and Color Guard parade costumes every ten years. Once the annual goal has been met, all additional incoming funds accrued during that school year will go into the "Music Booster Reserve" account. Any use of funds from the "Music Booster Reserve" account must be unanimously approved by the Executive Committee, and must fulfill a long-term rather than short-term benefit to the Music Program.
2. In the event that the predetermined annual goal for uniform replacement cannot be met, that amount will be taken from the "Music Booster Reserve" account.

Policy Revisions/Approvals

1. This Scrip Policy was approved by the Executive Committee of the Homestead Music Boosters on September 3, 1999
2. The Uniform Replacement Account was added at the budget committee meeting on 6/2/99 and approved at the HHS Music Boosters meeting on June 22, 1999
3. The policy was revised to incorporate provisions of the electronic scrip program and to remove Spirit of Sunnyvale from participation. Approved at HHS Music Boosters Board meeting on May 2, 2000
4. The policy was revised to change the member's credit from electronic scrip from 50 to 60%. Approved at the Music Boosters Board meeting on August 1, 2000
5. The policy was revised to add the SchoolPop program and

- to reflect the provisions associated with the monthly membership fee charged by eScrip. Approved at the Music Boosters Board meeting on August 13, 2002.
6. This policy was revised to add ColorGuard to the uniform replacement accounts and to add the provision for advance funding of special purchases. Approved at the Music Booster Board meeting on September 14, 2004.
 7. Revisions to: *Member's Scrip Accounts* para. 5 and *Uniform Replacement Accounts* and deletion of *Organization Scrip Accounts* para 5 were recommended at the Special Board Meeting on 8/22/06.
 8. The policy was revised to change the member's credit from paper scrip from 3% to 2.5% sometime between 2006 and 2015.
 9. The policy was revised to change the member's credit from electronic scrip from 60% to 0% in the spring of 2015.
 10. Revisions to the entire policy to delete SchoolPop language and include language regarding Avaya/Bingo and how annual funds are allocated was approved at the HHS Music Boosters meeting on May 10, 2016.
 11. Due to Amazon's lowering of their purchase percentage, this policy was revised to change the member's credit from paper scrip from 2.5% to 2.0% per Board approval at a HHS Music Boosters meeting on January 17, 2017.