
BAND STUDENT CREDITS

- The Swan Valley Band Booster Club Incorporated will maintain a credit system wherein, upon completion of a registration form, a student will receive as bankable credits a portion of his fundraising efforts.
- Credits for working at bingo will be awarded as stated on the credits system registration form. These credits will be paid out only if the person works the entire bingo. If a worker fails to show up or send a suitable replacement for a scheduled bingo shift, the scheduled amount will be deducted from their credit account.
- Significant shortages from any fundraising events (including bingo) may be deducted from the family's Band Credit account. Credits may be deducted if a worker fails to fulfill their obligations.
- Band students may withdraw credits by completing the appropriate form available from their band directors. Credits may also be withdrawn to cover the costs of accommodation, transportation, organized attractions and meals. Credits may be earned for up to six months following any trip to be used as reimbursement for the above expenses. A written receipt or cancelled cheque must be provided with the credit withdrawal form.
- Students attending any approved Music Camp may take credits for the full amounts of the registration costs minus the costs of any scholarship and bursaries they may have received, excluding transportation and private lesson costs.
- Credits may be transferred between siblings entering or leaving the band program, and may be held for a number of years until the next sibling enters the program. Credits may not be transferred beyond immediate family members.
- Unused credits remain within the Band Booster general funds.
- These rules and regulations are designed to comply with the income tax act in order to maintain our charitable organization status.
- Credits can be used to cover the cost of instrument rentals by band students provided the rental agreement is not "rent-to-own".
- For the months of July and August, cash can be paid for bingos worked for all positions.



Executive Credits

- The Band Booster Club Incorporated will compensate, upon application, those executive members who assume specific responsibilities throughout the year. Compensation is to be in the form of cash or credit payout. In order to receive this payment the individual must complete the appropriate form detailing dates and hours worked as an executive member.
- Compensation for chairperson, vice-chairperson and secretary will be based on a rate of \$5.00 per hour to a maximum of \$500 annually.
- Compensation for credit reporter will be based on a rate of \$5.00 per hour with an annually maximum of \$750.00
- Compensation for treasurer will be based on a rate of \$5.00 per hour with an annual maximum of \$1000.00.
- Compensation for the bingo chairs, rodeo bingo chairs and fundraising chairs will be based on a rate of \$5.00 per hour to a maximum of \$1000 annually on a pro-rated basis. (For example, the total maximum claimable for all fundraising chairs will not exceed \$1000 annually.)
- Compensation for the school representatives will be based on a rate of \$5.00 per hour to a maximum of \$250 annually.
- As per the auditor's recommendation, any executive member wishing to donate this payment back to the Band Booster Club Incorporated for a tax receipt may not designate to a specific account.
- Appointed workers for fundraising events and other approved SVBB activities, excluding Rodeo Bingo and weekly bingo at the Elk's Hall, shall receive compensation in the form of student credits at a rate of \$5.00 per hour. A detailed summary of time spent must be included in their submission for student credits to the Credit Officer. All submissions are subject to approval by the SVBB executive.
- Rodeo bingo workers will be paid their choice of cash or student credits at a rate of \$10.00 per hour.
- If the rodeo bingo co-chair works a bingo shift they will receive the \$10.00 per hour rate in lieu of their regular \$5.00 per hour rate.

Fundraising

- The Band Booster Club Incorporated conducts the following fundraisers:
 - Chosen annual fundraisers
 - Friday night bingo year round
 - Rodeo bingo annually rodeo weekend

The fundraising chair will present ideas for further fundraising to the committee as required.

Chaperones

- For selecting chaperones on a major trip (over three nights duration), refer to the Swan Valley School Division policy “chaperones – major senior band trip”.
- Costs of transportation and accommodations of chaperones on band trips, excluding the SVRSS major trip, will be paid by the students who are participating in that trip.
- (This point effective after the 2005 Newfoundland trip) The cost of the trip package for chaperones on the SVRSS major band trip will be paid as follows:
 - The chaperones will receive the same subsidy that the eligible students are receiving from the Band Booster Club Incorporated for that trip;
 - The remaining amount will be paid one half by the students who are participating in that trip and one half by the chaperone, who may use family credits if available.
- For all trips, the Band Booster Club Incorporated will subsidize the cost of meals for chaperones at the same rate allowed for as students (as outlined on the trip forms).
- For all trips excluding the SVRSS major trip, the chaperones will be responsible for the cost of all organized attractions and may withdraw the funds from the family credit account (if the funds are available).

Band Trips (outside the Swan River Valley)

- The Swan Valley School Division Bands may participate in various festivals and activities. Fundraising, through the credit system, is provided and the BandBooster Club Incorporated covers added bus miles or other costs.



- It is recognized that extra fundraising and effort on the part of all members will be required to finance any other planned trip in any given year.
- Only those students enrolled in band class as of any current school year, and actively participating in band classes on the school premises, are considered a band student by the Band Booster Club Incorporated and therefore eligible for any benefits (financial or otherwise) that such a membership should entail.

Major Trips

- Major trips will be initiated jointly by the band director and the Band Booster Club executive with the following points emphasized:
 - Canadian destinations preferred
 - Strong emphasis on musical experience and education
 - Minimum of school days missed
 - All possible alternatives examined
 - Prior approval by the School Board (initiated by the band director)
 - Band director shall oversee all details of the trip and fundraising efforts to ensure they stay informed of all activities and that the School Division guidelines are followed.
 - A trip committee shall be formed to assist the director in planning and fundraising efforts. This committee shall have at least one representative at every Band Booster monthly meeting, to ensure good communication is maintained between the two groups.
 - A copy of the Band Booster Policy and Constitution will be given to the trip committee to ensure they have access to the guidelines in place for major trips, chaperones and directors.
 - Any major decisions shall be brought to the regular monthly meetings of the Club prior to being presented to the parents and students.
 - All fundraising proceeds shall be presented to the Executive in order to ensure that they do not duplicate any of the regular Band Booster fundraising efforts. Ten percent of all fundraising shall be retained by the Band Booster Club Incorporated in their general account as a way to replenish funds for support of future major trips.
 - Cost for band directors should be included as “prepaid” with the travel package at the time the trip is booked.
 - The Band Booster Club Incorporated may require that a behavioural contract be signed and agreed to by both students and parents/guardians.



- Suggestions for items to be included in any such contract are:
 - o 1) students will meet school and class expectations re: effort, attendance, attitude for the duration of the trip; and
 - o 2) gross misbehaviour will result in the student being sent home with prior notification to the parents/guardians at full cost to the parents/ guardians/student.
- The Swan Valley Band Booster Club Incorporated will neither accept billets nor allow our students to be billeted into private homes out of concern for student safety and well-being. Special arrangements initiated by parents will be given consideration. Parents may be asked to sign a waiver absolving the Band Booster Club Incorporated of responsibility for any such arrangement.

Band Directors

- The Band Booster Club Incorporated will make available funds in the amount of \$500 annually, per school, for the purchase of used instruments by directors at the director's discretion.
- Directors will present a written plan of the year's activities requiring Band Booster Club Incorporated funding and proposed budget at the September executive meeting. This practice will ensure that adequate funds may be raised prior to the trip.
- All requests for funding must be in writing. Verbal requests will not be entertained.
- Once approved by the SVSD, funding for all trips is subject to approval by two signing officers and subject to the availability of SVBB funds.
- The Band Booster Club Incorporated will reimburse the band directors at the same rate as students and chaperones for meal costs incurred as a result of band excursions outside of the Valley, when provided with the particulars on the required expense form.

Awards and Scholarships

- The Swan Valley Band Booster Club Incorporated will make available annually a bursary in the amount of \$500 to be awarded at the SVRSS graduation ceremony.



The criteria for this award shall be:

- Have been active Band Booster Club participants and supporters
- B average or better
- Band student throughout high school, going on to post-secondary studies with preference given to students pursuing a musical career or planning to attend a post-secondary institution immediately upon graduation of high school.
- Band camp bursaries will be awarded \$100.00 to active Band Booster participants/supporters who are band students enrolled in an approved Manitoba government music curriculum, upon a written application by the deadline to a maximum of \$1000. The application fee, transportation and the cost of private lessons at camp will be the financial responsibility of the student/parent. All applications will not necessarily be awarded bursaries.