

Friends of the Chorus Fundraising Guidelines

1. Refunds - FOTC will not issue refunds for money raised during fundraising activities that were placed in a student's individual account. Refunds may be given on a case by case basis such as if a student drops the class or if an event is cancelled. Refunds will only be considered for money paid by the student. Under no circumstances will a refund be given, when those funds were raised during fundraising activities. Decisions on these cases will be reviewed by the choral director and the Board of Directors. Reimbursement for pre-approved expenses incurred on behalf of the FOTC for events and activities, will be paid as determined by the choral director and FOTC Board of Directors.
2. Carryovers - Any balance remaining in student accounts at the end of the school year will remain in their individual account until graduation. At graduation, any remaining funds will roll into the general fund, to be used to benefit the choral program as determined by the choral director and the FOTC Board of Directors. This guideline is subject to review by the board annually.
3. All donations to the FOTC will be directly allocated to the general fund.
4. Students may receive into their individual accounts a portion of the donations that they solicit and obtain on behalf of the FOTC. If a student is specified by the donor, that student will have a percentage of the total donation allocated to their student account. The percentage of allocation will be determined by the Board of Directors in advance of fundraising activities and parents and students will be given notification via email, on the website, in class or at FOTC meetings.
5. A portion of all funds raised through fundraising events will be allocated to the general fund. The specific percentage that will be allocated to the general fund will be determined by the Board of Directors prior to the event, on a case-by-case basis. The remaining balance will be allocated to the participating students' accounts based on each student's participation. The method of determination will be decided by the Board prior to the event.
6. The FOTC Board of Directors will publish on the FOTC website, in the student handbook, or in class the order in which student's account funds are to be applied to expenses.