

ARGYLE MUSIC ASSOCIATION

Student Travel Account Reimbursement Policy

2008 policy

Revised October 2012

Music trip fundraising

The Argyle Music Association ("AMA") provides music students opportunities to raise funds to apply toward the cost of music trips. Participation in fund raising is voluntary. **The money raised must be used for music trips.**

The amount raised by each student ("profit" from each fundraiser) is tracked by the AMA. Students can accumulate funds throughout the years of participation in the Argyle music program.

The money may be applied to any music program trip that is two or more nights.

Payment Procedures

The payout only occurs after the entire trip has been paid for **in full**.

The parent/guardian must pay for the trip in full according to the schedule provided.

The AMA will pay out travel account funds at the January pre-trip student/parent/teacher meeting of the "**Even year senior trip**" unless otherwise instructed. This requisition form will be included with trip information and must be submitted a minimum of one month before the student/parent /teacher meeting for payment to be processed by the meeting date.

Options for Unused Travel Accounts

Occasionally, a student who has raised funds does not attend a music trip or discontinues participation in the music program. In this case, the following applies:

* The parent must fill out the **Request for Transfer Form** available on the website and submit it to the Treasurer at: **amabooks2012@gmail.com** by Dec 31 of the year the student leaves Argyle.

* Any balance of unused funds may be transferred to a sibling or friend in the Argyle music program.

* Any money not used or transferred to a sibling or friend will go into the "AMA Bursary Travel Fund".

* The AMA Executive and the Argyle music teachers will review any extenuating circumstances regarding payout of the travel funds. Please contact the AMA President or the music teacher.

* All inquiries should be e-mailed to the President of the AMA at:

argylemusicpres.ama@gmail.com