

Legacy High School Band

Fundraising & Individual Student Activity (ISA) Record

Overview

Legacy Band Boosters is a registered 501(c)3 organization; that means in the eyes of the IRS we are a non-profit organization. There are many benefits of this tax-exempt, non-profit designation. However there also are constraints on how we can utilize funds raised under this status.

It takes resources well above what's provided by the school district to run a program of the caliber of Legacy's. Students also have a more memorable and successful experience in a band program if they are involved in the fundraising activities that support their organization. Therefore considerable effort is spent each year in defining and operating numerous fundraising events. While all funds raised by the Legacy Band Boosters remain property of the organization, we have decided it is in the best interests of the organization and its members to create and maintain Individual Student Activity (ISA) records to track student/parent participation and progress towards each student's annual Fundraising Goal.

This document explains the framework for Legacy fundraising and Individual Student Activity (ISA) records.

Legacy Band Fundraising

There are two types of fundraising events at Legacy: General Band Fundraising and ISA Fundraising.

1. **General Band Fundraising Events** are those activities where 100% of the proceeds from the event go to the band's General Fund to support the program. It is expected that we have 100% participation from our parents and students for these events as they bring in considerable revenues to the program. Examples of General Band fundraising events are our fall Marching Festival and spring Winter Guard/Winter Percussion shows hosted at Legacy.
2. **ISA Fundraising Events** are those activities that are primarily run as a means for parents and students to earn financial credit towards their fundraising goal. Once a student has achieved their fundraising goal, any additional fundraising credits are retained in their ISA record to use for other band-related expenses, as explained below. Examples of ISA fundraising events are Invesco, Butter Braids, the Carwash, the Airshow, and of course Scrip. (Note that the Scrip program is the only ISA Fundraiser that has no participation limit and no financial cap.)

Credit for monies raised via our ISA fundraising events are split between the Band's General Fund and Individual Student Activity records. The General Fund Share for this year is 25% of most fundraising proceeds; for Invesco events the General Fund Share is 15%.

Fundraising Goals

- A fundraising goal is established for every student in the Legacy Band program. These funds pay for the additional instructors, equipment, transportation and other costs required to run this program.
- Students participating in the Marching Band or Guard programs are expected to raise \$525/year; those students in the non-marching music program are expected to raise \$200/year.
- All our students benefit from the opportunities enabled by these funds, though clearly the marching program represents a larger portion of our budget, hence the higher goal for marching students.
- Parents/Students can earn all or part of their fundraising goal by participating in ISA Fundraising events. This is one of the reasons the Boosters organize numerous fundraising opportunities.
- Alternatively parents/students can elect to contribute all or part of the fundraising goal outright or over the course of the year via direct cash or check payment. (Checks are preferred for traceability.) This year we are also experimenting with accepting credit card payments for the fundraising goal; however we incur sizeable transaction fees on all our credit card processing. Since these fees take away from the proceeds the band receives, the Board has decided to pass those fees along at the rate of 2% on any fundraising credit card payments. These fees apply only to fundraising credit card purchases.

Individual Student Activity (ISA) Record Definition

- Individual Student Activity records keep track of student/parent (or any family member) participation in and credit for participating in Legacy Band Booster ISA fundraising events.
- An ISA record will exist for every student in the Legacy High School Band and Color Guard programs.
- The Individual Student Activity record tracks monies earned and used for approved band-related expenses. (See section on *Accepted Uses of ISA Funds* below).
- ISA's will operate on the same fiscal calendar as the Legacy Band Boosters fiscal year (June 1st – May31st.)

ISA Operating Guidelines:

- As mentioned in the *Legacy Band Fundraising* section, a portion of the proceeds from each fundraising event are retained by the Band's General Fund, as the main purpose for these events is to support the Band program. This is referred to as the "General Fund Share".
- Until a student achieves their annual fundraising goal, their earned portion (less the General Fund Share) of the proceeds from fundraising events will be applied towards their fundraising goal. Such earnings and credit towards the fundraising goal will be reflected in the transactions of the ISA record.
- After a student achieves their fundraising goal, the student's portion of the proceeds will remain in the student's ISA for use on approved band expenses. (See section on *Accepted Uses of ISA Funds*.)
- In order to keep our non-profit monies intact, ISA's can contain only proceeds from fundraising activities. Students/parents cannot make direct payments into an ISA, as this would result in the co-mingling of non-profit and other monies.
- Students request a transfer out of their ISA for an approved band expense by filling out an ISA Request Form, with parent signature, and depositing it in the Band Box. The Finance Team will then process the request and adjust their ISA record accordingly.
- We do not allow negative ISA balances. A student can only request use of monies that have been posted to their ISA record at the time of the request.

Accepted Uses of ISA Funds

Due to our non-profit status, the IRS places limitations on how our monies earned via fundraising, including ISA portions, can be used. In general, these proceeds can only be used for activities or purposes consistent with advancing the charter of the non-profit organization, namely the Legacy Band Boosters and Legacy Band program. These monies cannot be used for un-approved or non-band-related purposes.

Specifically, following are examples of approved uses of ISA funds:

- Legacy Band dues and/or fees (Fundraising goals, Winter Guard/Percussion fees)
- Legacy Band approved trips
- Required Legacy Band clothing (marching shoes, band polo shirts, show shirts)
- Legacy Band meal program
- Student attendance at Band dinners and banquets
- Private music/dance lessons aligned with student's area of contribution to the Legacy Band program

Unaccepted Uses of ISA Funds

Since these monies have been raised under our non-profit status, they cannot be used for purposes outside those that directly contribute to the Legacy Band program.

Specifically, the following are not approved uses of ISA funds:

- Purchase of musical instruments or music
- Purchase of Guard rifles or flags
- Any non-band/guard related purchase

ISA Rollovers & Transfers

If a student has a positive balance at the end of the fiscal year, the following may occur:

- If the student will be continuing with Guard or Band the next year, their current ISA record will be carried forward into the new fiscal year.
- If the student is graduating, any remaining positive ISA record will be transferred to the Band's General Fund, effective Graduation day or the first day of the new fiscal year, whichever comes first. In essence this becomes a donation to the Band's General Fund.
- If a student is graduating with a positive ISA record AND they have a younger sibling that plans to join the Legacy High School Band program at a future date, the student's ISA record can be held for that future sibling. The graduating student/parent must submit that request in writing to the Legacy Finance Chair, identifying the sibling and projected date of joining the band program. If once at Legacy, the sibling does not elect to join the Legacy Band program, the rolled-over and held credit will then be transferred to the Band's General Fund.
- If a student elects to leave the Legacy Band program or is removed from the program and has a positive ISA record, that credit will be held for one semester after the semester in which the student left the Band program. If the student returns to the Band program within that period, their ISA record will be restored; if they do not rejoin the Band program after that point, any remaining credit will be transferred to the Band's General Fund.

ISA Management & Recordkeeping

The Legacy Band Booster Chair is responsible for ISA record bookkeeping and will:

- Create, maintain and provide the Individual Student Activity records.
- Provide and distribute copies of the ISA records on a periodic basis to all band families. Suggested frequency is every 2 months.
- Provide, within a reasonable time, a copy of an ISA or ISA balance whenever requested by a band parent.