

PENN TRAFFORD BAND PARENTS ASSOCIATION STUDENT FUNDRAISER GUIDELINES

As the parents of Marching Band Members, it is important for you and your student to have the following information. Please refer to these Student Fundraising Guidelines throughout the fundraising year.

- **Fundraising is NOT mandatory** – students may participate in any, all, or none of the student fundraisers offered throughout the year.
- In addition to hoagies, we try to offer other student fundraisers throughout the year. Tentatively planned for the 2006-2007 year: Cookie Dough, Wilson's Candy, Pies, Bubba's Nut Roll, and Sarris Candy.
- Fundraiser order forms will be located in the band room on the front table in a marked letter tray, and in a folder attached to the outside of the guard room door. **Students are responsible for obtaining the order forms and for returning the completed order forms by the deadline.**
- Each fundraiser order form will come with a cover letter. This cover letter will tell you the start date, due date, delivery date of the fundraiser, the location of pick up, the time of pick up, and the percentage of profit your student will receive for each item sold. Please keep this cover letter for reference.
- Completed order forms can be turned in BEFORE the end of a sale, but we CANNOT accept any fundraiser orders after 7pm on the ending date of each sale, unless noted otherwise. There will be no exceptions to this.
- Completed order forms should be brought to band and given to the following students according to the period that they have band: 11th and 12th grade students – Amanda Siergiej, 9th and 10th grade students -- Jenny Pogue, and Color Guard -- Kelly Phelan. You can also turn in forms to Renee and Sue at the band parent meetings and Wednesday night practice. **DO NOT give order forms to Mr. Monteleone.**
- The original order form will be returned to you when the order is picked up.
- Fundraiser pick up is generally at the high school. Some products are frozen or need to be refrigerated so please be on time. If you are not available to pick up your order please make arrangements with someone (Not the Committee Chairs) to have your order picked up and paid for. We DO NOT have the facilities to hold any orders. If your order is not picked up at the designated time you will receive a reduction in your profit for that month's fundraiser. Repeat offenders will not be eligible to participate in future student fundraisers.
- Payment for any fundraiser is ALWAYS DUE AT THE TIME THE ORDER IS PICKED UP, unless otherwise noted. We can only accept ONE check for the total amount of the fundraiser from the BAND PARENT. Your check is to be made payable to "Penn Trafford Band Parent Association," or "P.T.B.P.A.". It is important to note on the memo line of the check your child's name and the name of the fundraiser. Checks will be deposited within three working days of pick up to give you time to collect the money from your costumers. You are responsible for the payment of everything that you order.
- The profit from each fundraiser that you participate in will be deposited into individual student trip accounts. This money helps pay for band trips and the activity fee. **Your student cannot access this money for any other reason.** When the student graduates or leaves the band for any reason, unused funds can be given to other students or the money will be left to the P.T.B.P.A. general fund. Only seniors can use this money to pay for the band banquet for their parents and to purchase the band video. The financial secretary keeps these records and posts the balances on the bulletin board in the front of the band room.
- Independent Marching Band Students, Band Managers, Color Guard Members, and Marching Band Students that do not take a band the second semester are responsible for obtaining the fundraiser order forms to continue fundraising.
- Information about each fundraiser will be posted in the PT Band Newsletter. Updates and reminders about fundraisers will be sent out via E-mail to all band parents. (Fundraising order forms are not available through the newsletter or e-mail).
- Student Fundraiser Committee Chairs: Renee D'Alesio 724-744-7089 and Sue Pogue 412-372-1271