

PASS ACCOUNT POLICIES

Introduction: PASS stands for "Parent Assisted Skyhawk Support." The Treasurer will open and keep the record of a PASS account for each band student. The PASS account program is designed to assist students and parents in attaining funds to cover band fees and approved items for use by the student. Each student and parent will be given the opportunity to build their own PASS account through various fundraising projects, donations, or personal payments.

Deposits, Charges, and Transfers. Money deposited to a PASS account by personal payment or by fundraising is **non-refundable**. All fees (e.g. fair share, uniform rental, etc.) must be promptly paid. PASS accounts can be used for all FHS music organizations (i.e., band, choir or orchestra), but that money can only be used by the student named on that account - families may not use this money to purchase band apparel for anyone other than the music student or to offset band travel fees for family members who want to chaperon trips. **No items will be charged to a negative PASS account.** Any or all of a student's positive funds can be transferred at the parents' **written request** (to the Treasurer) to a sibling's PASS account, any student in the music program, the Scholarship Fund or General fund. Transfers will only be authorized after all of a student's current fees are paid in full.

Graduation/Departure. If a student is removed, departs, or graduates, any surplus account balance is non-refundable and will go by default into the general fund of the Fairborn Music Club unless a written request is received by the Treasurer as mentioned in the above paragraph. Exception: Surplus funds will be held for no longer than four years, and transferred into the PASS account of a younger sibling upon enrollment of that sibling in a Fairborn High School music organization.

Statement Accounts and Payments. The treasurer will mail to your residence, email, or have at our monthly meetings, a statement of your student's PASS account on a regular basis. You may request a copy of your student's PASS account at any time. Remember, it is **YOUR** responsibility to ensure the correctness of the PASS account data.

You may make a payment to your student's PASS account in person, by mail or by depositing it in the "Black Box" in the band director's office door. When making payments by check or cash, please identify in writing, name of student payment is being made for and reason for payment. If you choose to send payment by mail, send payment by check only. Mail payments to Fairborn Music Club, Inc., P.O. Box 966, Fairborn, Ohio 45324. The Treasurer is the only person with access to the post office box.