

## **Blue Valley West Band Boosters Association Financial Assistance Processes & Procedures**

1. The Financial Assistance Committee exists for the purposes of disbursing the financial assistance funds of the Blue Valley West Band Boosters Association.
2. Funds for the financial assistance account will be raised through the band fundraising activities as designated by the Executive Board.
3. The financial assistance account is intended to support those students that would not otherwise be able to participate in the competitive marching & winter guard program or for whom the program fees would cause a significant hardship for the family.
4. The financial assistance committee will be comprised of:
  - a. The VP of Operations (Committee Chair)
  - b. One parent representative from each grade level (9-12). These representatives will be appointed by the Executive Board
  - c. The Treasurer and/or the President may sit in on committee meetings
5. To request financial assistance, a parent, guardian, or student will complete an Application for Financial Assistance form and submit it to the Treasurer.
6. The Treasurer will notify the VP of Operations of the receipt of a request so that the committee can be convened and will provide the completed request form and any documentation, without name identification of the requestor, to the members for review.
7. Guidelines for awarding financial assistance include:
  - a. No more than 50% of the CMB fee may be covered
  - b. Financial Assistance cannot be used to cover optional fees or expenses
  - c. Applicants must actively participate in individual fundraising. Families must show effort of trying to participate in SCRIP and/or grocery coupon books, as well as selling fundraising items.
  - d. Applicants must commit to earning 50 points through the volunteer credit system prior to applying for assistance.
  - e. Records of prior fundraising and volunteer efforts may be provided to the committee for use in determining eligibility.
  - f. Actual amounts awarded can vary based on the amount of available funds, the number of applicants and individual situations.
8. All information presented to the committee, and any discussions by the committee, are to be considered confidential and may not be discussed outside of the committee meetings.