



Rochester Band & Orchestra Boosters

(RBOB) - A 501(c)3 Organization

Guidelines for Student Accounts

This document describes the guidelines and procedures for the use of Student Accounts maintained by the Rochester Band & Orchestra Boosters (RBOB). These accounts are intended to assist the students and defray some of the costs associated with an instrumental music program. Money is deposited into these accounts from fund raising activities sanctioned by the RBOB Executive Board. The funds can be spent only on goods or services that benefit the entire organization and are incurred by a Rochester High School (RHS) band or orchestra student. None of the funds used from the Student Accounts may be used for goods or services that primarily benefit any private individual of RBOB.

Use Of Funds

Qualifying withdrawals of fund-raised monies from a student's account are as follows:

1. All required uniforms and band/orchestra attire for use in a performance, as dictated by the Band or Orchestra Director. Limited to:
 - Marching Band Summer Uniform: Hat, pants, shirt, marching shoes.
 - Marching Band Fall/Winter Uniform: Gloves, berets.
 - Symphony Band/Wind Ensemble: Tuxedo shirts.
 - Concert Bands: White shirt, black pants or black skirt. (Qty: 1 of each)
 - Rochester Symphonic Winds: Concert shirt, black pants. (Qty: 1 of each)
 - Orchestra: Black shirt, black pants or black skirt. (Qty: 1 of each)
2. Any trip expenses included in the "package price" for a full band or orchestra trip sanctioned by the Rochester Community Schools (RCS) that provide an educational experience as determined by the Band or Orchestra Director. Limited to:
 - Rochester Symphonic Winds
 - Parades
 - Cedar Point performance.
3. Music lessons for any instrument(s) the student regularly plays in the RHS Bands and orchestra, as verified by Director of Bands or Orchestra Director, when necessary.
4. Instrument repairs for any instrument(s) the student regularly plays in the RHS Bands Orchestra, as verified by Director of Bands or Orchestra Director, when necessary. If the instrument is school owned, repairs must be handled by the school through Director of Bands or Orchestra Director. Repair costs may be reimbursed through Student Accounts.
5. Any expenses included in the "package price" for RHS Falcon Marching Band Camp.
6. Solo & Ensemble Participation
 - Full cost of Solo Registration
 - Respective portion of Ensemble Registration
 - Piano accompanist performance fees



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Distribution of Funds

Funds may be obtained from the Student Accounts when a student presents an original receipt for goods, services or expenses incurred while enrolled in the RHS Instrumental Music Program for items described in 1 - 6 above. The RBOB Payment/Reimbursement Voucher form must be submitted. The receipt must contain the words "Student Account" and the reason for the expense listed on the Payment/Reimbursement Voucher Form.

Expenses incurred during the summer after being enrolled in the previous Spring semester and enrolling in the following Fall semester, are also allowed. Handwritten receipts from parents are not valid. (The Rochester Instrumental Music Program includes all classes recognized by the Rochester Community Schools, as well as Solo and Ensemble participants, Jazz Band, Pep Band, Pit Orchestra, and other ensembles that are supervised by the RHS Band and Orchestra Directors.)

Incoming 8th grade students may open an account and be considered to have incurred expenses as if enrolled in the RHS Instrumental Music Program beginning the day of Falcon Marching Band registration (held in the Spring). However, no withdrawals may be made from the account until the student is actually enrolled in the RHS Instrumental Music program. Once validated, the Student Accounts Treasurer will distribute Student Account funds with proper receipt submission.

Disposition of Unused Funds

In May of each year, as a courtesy, the RBOB Student Accounts Treasurer will make its best effort to notify parents of all students with any monies remaining in their child's account. Funds remaining in Student Accounts will be held in their account for two consecutive semesters. If the student, or another eligible family member, has not enrolled in the RHS Instrumental Music Program at the end of two consecutive semesters, the monies will be transferred into the RBOB General Fund. Funds cannot be transferred to another household.

Resolution of Account Problems

If the Treasurer has any doubt about the validity of an expense submitted for reimbursement from a Student Account, s/he will consult with the Director of Bands or Orchestra Director. If the issue is still unresolved, the Executive Board of RBOB will make a determination as to the validity of the purchase. The Executive Board's ruling is final.

Any other discrepancies or issues that arise concerning individual Student Accounts (not covered by this document) must be presented to the Executive Board of RBOB within 60 days of the discovery of the issue. The Board will be responsible for resolving all such issues. The Executive Board's ruling is final.