



## **SaskExpress Fundraising Accounts Policy**

### **Who can participate in fundraising?**

- Any student at SaskExpress (Dance, Vocal, Piano)
- Any teacher at SaskExpress
- The Studio Director

***\*\*The guidelines below will apply to everyone equally\*\****

### **What can your personal fundraising account be used for?**

- Dance Shoes
- Tights
- Hair pieces
- Costumes
- Monthly class fees at SaskExpress
- Competition Choreography with a SaskExpress teacher
- Entry Fees to competitions
- Hotel for out of town competitions or special dance related trips
- Airfare for out of town competitions or special dance related trips
- Dance workshops
- Mini Express and Expression Summer workshops
- Music Festival (providing you take regular classes from one of SaskExpress' teachers for vocal or piano)

### **How do you use your account?**

- Fill out the Fundraising Claim form and submit it to the Studio Director
- You must provide an original receipt for everything except monthly studio fees
  - If you want the money to go towards studio fees we require a months' notice to ensure we have enough time to make it applicable for the month requested
- The studio director will make sure you have enough funds in your account to proceed with your claim
- Once it is confirmed you have enough money in your account, then the studio director will notify the accountant and the fundraising account administer that you would like to use this money (including what you are using it for and the total dollar amount you wish to use)
- If you are using your money towards anything you would normally pay directly to the studio – then no cheque will be issued it will just come off what you owe
- If you are using money for something you have paid for outside of SaskExpress, then a cheque will be issued to you less a \$3.00 administration fee

***Please note: Funds cannot be used retroactively.***

### **What is the Group Fund used for?**

- Renting a bus for the competitive students
- Workshops
- To help pay for a portion of a teachers trip (to a maximum of 50%)
- At the discretion of the fundraising committee

### **What happens to your money if you leave the studio?**

- You have 90 days from your last day at the studio, to use your funds OR reallocate your funds to another person within the studio
  - You can name who your money is to go to, OR donate it to the group fund
- If you have not given clear direction in regards to the funds in your account it will automatically transfer to the group fund on the 91<sup>st</sup> day.
- To help everyone manage their own account we will send out updates twice a year (May and October) However, you can request an updated balance from the fundraising coordinator at any time throughout the year

### **What happens to your money if the studio were to ever close?**

- You will be paid out whatever money is left in your account
- The group fund will be donated to the Saskatchewan Arts Board

***We reserve the right to update this policy as needed without notice.***