

Policies for the Baldwin Highlander Music Patrons (BHMP)

1. Outgoing letter policy
 - a. The BHMP member wishing to send correspondence will ask the Board of Directors and Executive committee for permission.
 - b. The Secretary will send sample letters to that person.
 - c. The patron will write the body of the letter.
 - d. The patron will send the letter to the Secretary, then the secretary will send the letter to the Executive Committee for review and comments.
 - e. Comments are sent back to Patron.
 - f. Second edition is sent to the Executive Committee for final approval.
 - g. Secretary prints the final letter on BHMP letterhead.
 - i. Original to patron
 - ii. Copy to secretary file
 - h. Correspondence is signed by the patron and/or President of BHMP.
2. Volunteer Policy
 - a. All policies of the Baldwin-Whitehall School District will be followed by the BHMP.
 - b. School Board Policy 920 is the policy regarding volunteering.
 - c. Any BHMP member having any direct contact with students will need to follow the substantial contact policy and obtain all clearances required by the BWSD
 - d. Any BHMP member having any direct contact with students must also be a current member of the BHMP.
3. Chaperone policy for student accounts
 - a. Parents who are chaperones, logistics personnel or uniform personnel can use their students' charms account to pay for their trip.
 - b. This is only for the spring/yearly trip for the BHMP
4. Trip payment for officers and chaperones
 - a. Those officers of the BHMP serving as chaperones, or the members serving as chairperson of the logistics committee or uniform committee on major overnight trips taken by the BHMP will have their trip payments waived at 100% up to \$1000. If the trip expense is more than \$1000 per chaperone, each individual officer or chairperson is responsible for any costs in excess of \$1000. All payments must be made prior to the trip.
 - b. Those individuals serving as chaperones or logistics personnel on major overnight trips taken by the BHMP will have trip payments waived at 50%

up to \$500. If the trip expense is more than \$500 per chaperone, each individual is responsible for any cost in excess of \$500. All payments must be made prior to the trip.

- c. The individual serving as the nurse on major overnight trips taken by the BHMP will have their trip payments waived at 100%
- d. Individuals serving as chaperones, logistics and nurse for away band camp will have their trip waived at 100%.

5. NFS Checks

- a. Checks received with non-sufficient funds for which service charges are assessed will be treated as follows:
 - i. Bank fees charged to the BHMP due to return for NSF checks will be charged back to the family or assessed to the students fundraising balance.
 - ii. After two (2) NSF checks have been received from an individual, all future payments to the BHMP for the remainder of the school year shall be made as a money order or cashiers check.

6. Electronic convenience fee for payments

- a. Any convenience fees charged by credit card companies or electronic services when BHMP members use a credit card to make account payments or to purchase items will be passed on to the members making payments or purchases.

7. Student gifts

- a. At the banquet Seniors Marching Band students will receive their senior banner.
- b. A gift will also be given to Freshman Marching Band students. (in 2022 both sophomores and freshmen will receive a gift). This gift will be determined by the banquet committee.

8. Student quota

- a. The student quota or Fair Share will be determined each year by the Executive Committee.
- b. Fair Share for the Marching Band season will be \$125.
- c. Fair Share for the Indoor season will be \$75.

9. Sibling Transfer Policy for Student Accounts

- a. Seniors who are graduating and have credits left in their student Charms account may choose to designate this credit to a sibling.

- b. These credits must be designated before graduation.
- c. The credits will be transferred to the designated sibling.
- d. If the sibling does not join the music program the credits are forfeited.

10. Record Retention

- a. The following records shall be maintained by the corporation and disposed of in accordance with this policy.

RECORD	RETENTION
Minutes	Permanent
Bylaws/Charter	Permanent
Incorporation Records	Permanent
Annual Audits	Permanent
Annual Budgets	Permanent
Legal Cases	Permanent
Tax Records	Permanent
Contracts	Active + 3yrs
Insurance Policies	Active + 3yrs
Personnel Records	Employment +6yrs
FICA/W-2 Records	7 years
Bank Statements	7 years
Expense Reports	7 years
Canceled Checks	3 years
Bank Deposits Slips	3 Years
Fundraising Information	3 Years