

Student Field Trip Account Rules and Regulations

Summary

This policy governs the allocation, use, and monitoring of the Merryhill Midtown Parent Teacher Student Organization (MMPTSO) student field trip account (SFTA). The purpose of the SFTA is to assist with offsetting the costs of Merryhill Midtown field trips and reduce the potential burden on families.

Establishing a Student Field Trip Account

To establish an account for a student, a guardian shall provide their name, phone number, and email address. This in addition to the student's name will allow the MMPTSO to contact the guardian if there is any question or issue regarding the SFTA account. As students can attend Merryhill Midtown for up to 10 years, it is the responsibility of the guardian to update their phone number and email address as they change.

Funding the Student Field Trip Account

If order for students to receive credit or additional funds attributed to them for the SFTA, the event must be pre-designated as a SFTA fundraiser. Not all fundraisers held at Merryhill Midtown or through the MMPTSO will be a SFTA fundraiser. Sale items that a student may receive credit for include, but are not limited to the following: event tickets, raffle tickets, and vouchers. The specific rules for the fundraiser will be identified prior to all sales.

At a designated event each item sold on a student's behalf will result in a fixed portion of the price or a percentage of the price to be allocated on the student's behalf into the SFTA. At the time of sale the student must be identified as the recipient. Failure to do so may result in no credit being awarded to the student. In the event that multiple students are named or identified as the recipients of a sale, the students shall split the credit evenly.

At the conclusion of a fundraiser the MMPTSO will post the resulting student balances from the event on the MMPTSO website. It is the responsibility of the guardian to raise any issues or concerns within fourteen (14) days of posting the results. This will allow the MMPTSO to resolve the problem while all records for the event are still timely.

Accounting/Reporting

In an effort to ensure the SFTA is transparent and accountable the following shall occur:

1. Balance sheets shall be made available at the request of any parent. This will ensure that MMPTSO officers will be held accountable for the funds within the SFTA.
2. The MMPTSO treasurer or an elected MMPTSO officer shall be responsible for keeping an accurate accounting of each student's balance sheet. It is important that the person accounting for the funds is an elected MMPTSO officer as this is a critical role and as such should be held accountable by the full MMPTSO.
3. In May of each year a student's guardian shall verify and sign the respective student's balance sheet confirming the balance. The MMPTSO shall email the sheet by May 1st. The guardian shall return the balance sheet no later than the third Friday in May. The guardian can reply by email to the MMPTSO approving the sheet in addition to

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physically signing it. The MMPTSO shall retain a copy of the email or signed copy for no less than seven (7) years. This will ensure that parents are aware of their child's balance and will also allow for the MMPTSO to have a final balance for a child year over year.

- a. In the event that a guardian refuses to verify the balance sheet due to error, three MMPTSO elected officers, including the president, must evaluate the guardian's concern. Evidence shall be provided by the MMPTSO as to why the balance is stated as it is. In the event the MMPTSO cannot provide the evidence, then the ruling shall be in favor of the guardian.
- b. In the event that a guardian fails to verify the balance sheet, the MMPTSO shall assume that the balance is correct as stated. Three MMPTSO elected officers shall certify the list of guardians whom fail to verify their balance sheet.

Distribution of funds

All requests for funds must be made at least one (1) week in advance. All requests must be made on the approved SFTA distribution request form. Failure to make a request in a timely manner may result in the unavailability of the SFTA.

Payments from the SFTA can only be made to Merryhill Midtown. Payments cannot be made to guardians, or any other third party.

All payments must be approved by the MMPTSO treasurer or the MMPTSO elected officer responsible for the SFTA, and either the President or Vice President. Both officers must sign the request form and the form must be retained for seven (7) years.

Remaining funds

SFTA funds may only be transferred to siblings. Funds may not be arbitrarily transferred to other students.

At the time a student either graduates from Merryhill Midtown or leaves the school, all remaining funds attributed to the student shall go into the MMPTSO general fund.

Restrictions

SFTA funds can only be distributed for field trips. Funds may not be used for tuition, enrollment fees, after school clubs, uniforms, or any other costs associated with Merryhill Midtown.

Upon ratification of the SFTA Rules and Regulations, changes can only be made by a vote in a general meeting of the MMPTSO members. In order for a change to be approved, 75% of MMPTSO voting members at the meeting need to approve the change. The meeting must include at least five (5) members other than the elected officers.