

Sun Prairie Band Boosters

Student Ledger Usage Guidelines:

1. Ledger balances can be found on CHARMS - charmsoffice.com
2. Ledgers are to be used within the fiscal year they are earned, no later than August 1st of the preceding school year.
3. All Student Ledger funds not used within the fiscal year, are transferred to SPBB General Fund on August 1 of following fiscal year.
4. Requests for use of Student Ledgers for below items require a 2 week notice to the treasurer (treasurer@spbb.org) in order to properly process the information and write a check, unless otherwise noted.
5. All **field trip requests** must have a printed statement from CHARMS showing the student's balance and the amount you would like to use from the ledger. Please staple this statement to the permission slip.

Approved Sun Prairie Band Boosters Uses & Estimates

**Please note - any trips may not include some meals expenses*

1. Band field trips/clinics

- a. HS Wind Ensemble Spring-\$100+ approx
- b. HS Symphonic Band Spring-\$100 approx.
- c. HS Concert Band-\$TBD
- d. CHUM Wind Symphony/9th Grade-\$90 approx.
- e. CHUM 8th Grade-Kalahari-\$40 approx.

2. HS Jazz Groups Festivals/Clinics

- a. Generally \$30-40 per day plus meals approx.
- b. \$100 overnight plus meals approx.
- c. New York- fundraising and TBD approx.

3. Other trips TBD

4. Sound of Sun Prairie

- a. Fee-\$700-\$800 approx.
- b. Uniform Parts and Accessories
 - i. shoes
 - ii. gloves
 - iii. extra parade shirts beyond the one included with their fees
 - iv. other uniform parts as determined by director.

5. Summer Music Camps, approved by band director.

- a. providing proof of registration
- b. submit bill to boosters for payment directly to camp.
- c. If you do not attend the camp, you need to reimburse boosters the cost of the camp.

6. Honors Ensembles tuition, if accepted; including Wisconsin State Honors Ensembles, WYSO, Winds of Wisconsin.

- a. providing proof of registration
- b. submit bill to boosters for payment directly to WSMA.
- c. If you do not attend the Honors camp, you need to reimburse boosters the cost of the camp.

7. Private Lessons

- a. Lesson teachers must be SPASD Band Director approved
- b. Maximum of \$1,000 use per school year (October 1 and paid out by August 1)

- c. 2 weeks before payment is needed, log into CHARMS, and confirm your ledger balance covers the cost of lessons and then email treasurer@spbb.org with your request to use the student ledger to pay the private teacher.
- d. Check is made out to private lesson teacher and can be picked up from CHUMS band director, Ian Melrose (ipmelro@sunprairieschools.org)

8. Band Lesson Academy

- a. Lesson teachers are SPASD Band Director approved.
- b. Maximum of \$1,000 use per fiscal year(October 1 and paid out by August 1)
- c. 2 weeks before payment is needed, log into CHARMS, and confirm your balance covers the lessons and then email lessonacademy@spbb.org with your request to use the student ledger to pay for Band Lesson Academy lessons.

Band Field Trips & How to use SPBB Fund Raisers:

Fundraising helps you earn funds for band boosters and also your student ledger. This ledger can be used to pay for field trips, private lessons, Sound and Jazz fees and many other band related expenses. For families wishing to use their student's ledger to pay for this field trip, please go to charmsoffice.com. Log in as a parent. Our school code is **SunPrairieASBand**. Use your student's school ID number as the temporary password if this is your first time in Charms. Click the "financials" icon and view your student's statement.

If you would like to use all or a portion of your student's ledger balance towards the cost of the trip:

1. Print the statement
2. Indicate how much you would like to use and staple it to your student's permission slip along with a note requesting the use of the ledger to pay for the field trip.
3. Return both to your director prior to the trip. *

****Statements/requests returned after the trip can not be honored****