Memo To: Band, Choir and Orchestra Directors

From: United Music Parents (UMPS)

RE: Procedural Change in Request for UMPS Funding

Effective: September 2012

Over the summer, the UMPS board discussed and clarified budget issues and updated the policy on requesting funds from UMPS. It was determined that there needs to be a consistent and transparent format when requesting money so as to avoid any perception of favoring one performing group over another. All officers agreed that having clear parameters would alleviate the feeling of “being put on the spot” at a meeting when deciding on what is a fair and appropriate distribution of money.

There are 4 main sources of money that support the music programs at Franklin High School:

**1. School District / Funds**: Franklin High School’s budget is set annually and covers costs associated with but not limited to:

* Supply Purchases: music, textbooks, stands, small equipment items, etc.
* Transportation/Entrance Fees for required performances: WSMA, S/E (first event) etc.
* Capital Purchases: instruments, large equipment items etc.
* Personnel Services: Marching Band Staff, Accompanists, etc.
* Maintenance: Instrument Repair etc.

**2. Music Department Activity Accounts:** Each performance group can have their own activity account that is supplemented by up to 3 fundraisers throughout the school year. The activity accounts cover costs specific to each program including but not limited to:

* Additional Music Purchases: Large group or S/E literature etc.
* Small Equipment Purchases: reeds, valve oil, rosin, water bottles etc.
* Transportation/Entrance Fees for added musical opportunities: New Trier Jazz etc.
* Scholarship Stipends for camps: Drum Major Camp, retreats etc.
* Enhancements/Items to build specific programs: Directors discretion

**3. Parental Support:** Parents understand that by having their kids involved in the music department, they will be asked to help offset certain costs that are specific to their child and therefore not necessarily covered by the school. These costs are associated but not limited to:

* Uniform purchases, altering and dry cleaning
* Additional S/E Fees (the school pays for the one “required event” only)
* Non Mandatory Transportation/Entrance Fees: UW Band Day, Spring Break Trips, Retreats
* Music Department Awards Night Dinner
* Donated Items for Fundraisers

**4. United Music Parents:** UMPS has 3 Fundraisers each school year that benefit the entire music department as a whole. These funds go directly to the “General Fund” and to Individual Student Accounts to cover costs associated but not limited to:

* Senior Music Scholarships
* Stipends for any students participating in WSMA Honors Organizations
* Awards: S/E Medals, Department Awards and Engraving, Senior Plaques and Flowers
* Recruitment Tools: Pizza for 8th Grade Pep Band Night, Ice-cream Sandwiches for Marching etc.
* Raffle License: Used at Jazz Cabaret or any other event
* Equipment Purchases not covered by school
* Commissioned Works or other Personnel Services

**Fundraisers:** Each Performance Group is permitted 3 Fundraisers throughout the course of the school year. Some examples are listed here:

**Organization: 1st Fundraiser 2nd Fundraiser 3rd Fundraiser**

UMPS: Chili Dinner Craft Fair Popcorn Sale

Band Program: Buttons Concession Stand Buy Seasons

Jazz Band: Jazz Cabaret Culver’s Night Candy Sale

Choir Program: Concessions Night Singing Telegrams Culver’s Night

Orchestra Program: Culver’s Night Concession Stand Kringle Sale

**Volunteer Help:** UMPS is available for volunteer help for any Fundraiser that a director chooses to do. Be creative! Any money raised from your fundraisers can be put directly into your Activity Fund or can be split between your Activity Fund and your student’s Individual Accounts. Don’t hesitate to ask for volunteers. That is what we are here for!

**Individual Student Accounts:** The treasurer of UMPS will maintain a student account for each individual involved in the Franklin High School Music Department. Money raised by the student will be put into their individual accounts. This account will remain open until graduation or until the student leaves the program. Any remaining balance upon departure can be passed on to a sibling only or donated to the music department. Account balances will be provided by the treasurer after fundraisers are complete. Money raised by the student can be used to offset any item that is listed above under Parental Support.

**Request for UMPS Funding:** Any FHS Music Director seeking to enhance learning opportunities at FHS can request UMPS Funding to offset costs not covered by the school district, music department activity funds or parental support. There is not a specific dollar limit but the amount provided will be based in part on available funding and the potential impact of the project.

**Criteria for UMPS Funding:** Requests are accepted by the first day of the month prior to a scheduled UMPS Meeting. (Meetings are generally held the first Thursday of each month) The UMPS board will review a request based on criteria established in accompanying rubric. If the request meets the criteria required, it will be presented to the general UMPS membership for approval. Approved requests will be funded with money available in the general fund.

Please leave your requests in the UMPS mailbox and remember to keep a copy of your requests for your records. UMPS looks forward to a new and exciting school year. We know we have great musical directors here at FHS. We anticipate growth in each performing group and are excited to help you in any way we can to support your programs. Thank you for all your hard work and dedication!!

Sincerely,

The UMPS Board

September 2012

**United Music Parents**

**Budget Request Form**

The purpose of fundraising for UMPS is to enhance the learning and performance opportunities for our music students. Please utilize this format to submit your request. Requests will be based on the criteria developed by UMPS. Request for funds:

* Is not already covered by School District, Music Activity Budget or Parents
* Supports the UMPS Mission to enhance learning and performance opportunities
* Benefits a large number of students or can be shared between departments
* Has a long-term impact or can be duplicated year after year
* Has been well researched and provides details regarding outcomes
* Includes specific financial costs or estimates

**Directions**: Please utilize this format to submit your request. You can submit any supporting documentation that may assist UMPS in making a decision. Please put in the UMPS mailbox by the first day of month before the monthly UMPS meeting in which you would like your request presented.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Frame Needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach estimate of potential costs)

Briefly Describe Reason for Request:

Indicate or Explain Requested Item/s:

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Music Director’s Signature Date Submitted

\*Please remember to put Budget Request Form in UMPS Mailbox by the first day of the month\*