

General Payment and Fundraising

GENERAL PAYMENT AND FUNDRAISING***

- Financial transactions may be paid with cash, personal checks, cashier's checks, or money orders.
- Parents must contact the director and submit a letter of explanation if there are any circumstances that prevent payment of fees by the deadline. Requests for extensions may not always be approved.
- Students who are unable to pay orchestra fees in full are encouraged to submit a Fee Installment Request signed by their parent. Requests for paying fees in installments may not always be approved.
- Receipts will be provided for all financial transactions except fundraising activities.
- The orchestra guild secretary will keep a log of fundraising items checked out and money turned in.
- Students will be financially responsible for fundraising items that they check out.
- Students are responsible for turning in the cash equivalent of fundraising items that cannot be returned after they have been checked out (such as food and other perishables).
- Students who do not turn in orchestra fees and fundraising money will be reported to school administrators at the end of the school year.

******The Brandeis Orchestra Guild reserves the right to change some or all of these payment and fundraising policies may change. Should changes be made notice of policy changes will be given to students.***