

FINANCIAL PROCEDURES

CHOIR FEE

Collection for the Choir Fee will take place during our **Mandatory Choir Parent Meeting on Tuesday, August 29th, 2017**. Money will be collected in the form of cash and checks- made payable to: TCBC (or) Tompkins Choir Booster Club.

MERCHANDISE

Additional choir t-shirts (for family members, friends, and supporters) may be ordered at the Choir Parent Meeting. There will be other merchandise/ apparel available for order at this meeting. Payment must be received before your order will be placed.

ALL OTHER FEES & PAYMENTS

There will be opportunities for students to participate in district/regional/state competitions throughout the year. The entries and fees related to these competitions are all handled on an individual basis.

Workshops and additional performing opportunities may be presented to students throughout the school year. Students who would like to participate in these events must submit the proper registration forms and fees prior to their involvement with the event.

The choir program may also host social events and parties throughout the year. Participation in these events are not required.

****Any fees/ forms that are associated with any competition or event must be submitted by the student by the designated due date, following the proper FEE DEPOSIT PROCEDURE (listed below). Failure to do so may result in the student's inability to participate.**

FEE DEPOSIT PROCEDURE

All monies being turned-in by students must be submitted in deposit form to the Choir Safety Deposit Box which is located in the Choir Library. Students will need to fill out a Deposit Slip that indicates important information related to the payment. ****Please do not submit money to the Director or Parent Volunteers unless you are instructed otherwise by the Director.**

All forms related to registrations and payments must be turned-in to the Director unless specific instructions state otherwise on the form.

TOMPKINS CHOIR- DEPOSIT SLIP	
Student Name: _____	Circle one: Cash _____ Check _____ Check # _____
Please list item(s) or fees this payment covers below. Use the back of this envelope if you need more room.	
EX: Choir Fee \$100	
District Audition Fee \$20	
Item or Fee _____	Amount \$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
[Office Use: Date of Deposit _____ Deposit # _____]	Total \$ _____