



POLICIES AND PROCEDURES OF THE LAKE HIGHLANDS AREA BAND CLUB

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Introduction

The Policies & Procedures support the LHABC Bylaws by explicating how the club conducts its work. The objective of the Policies & Procedures is to define how the band club will accomplish its goals. While the Officer and Committee Chair binders compile the protocols for each of these roles, defining how each officer and chair conducts the work of that office or committee, the Policies & Procedures define policies that apply to all officers, committees, and LHABC members, as well as procedures for ex-officio committee work.

Ex-Officio Committees are those whose membership comprises specific officers and committee chairs whose service in those roles requires their participation in that committee's work. The ex-officio committee duties are identified in the Bylaws for each member officer and chair. The Policies & Procedures identify the members of each ex-officio committee by office and committee.

The Policies & Procedures should be reviewed annually and updated where appropriate by the Bylaws Committee chaired by the Parliamentarian. A copy of the LHABC Policies and Procedures shall be inserted into the binders for each office committee at the beginning of each year. The due date for the review of the last year's LHABC Policies & Procedures is the March board meeting.

Committees

Band Banquet Committee

1. The Committee is chaired by the Social Committee Chair and the other members are the President(s) Chair of the Senior Parents Committee, the Historian, and other interested LHABC members.
2. The role of the Committee is to plan and host the annual spring Band Banquet.
3. The responsibilities, policies, and procedures appear in the Social Committee Chair's binder.

Budget Committee

1. The Committee is chaired by the Treasurer and the other members are the President(s), the President(s)-Elect, the First Assistant Treasurer, the Ways & Means Chair, the Mums Chair, the DCI Chair, and the Band Director (advisory role only).
2. The role of the Committee is to prepare a budget for the next fiscal year.
3. The Chair should request at the March Board meeting that budget requests be made by a date set that allows for the Committee to complete its work two weeks in advance of the May Board meeting, when the Committee presents the new budget to the Board for approval.
4. The responsibilities, policies, and procedures appear in the Treasurer's binder.

Ways and Means Committee

1. Have one person be the "project manager" overseeing Ways & Means sub committees so that that main person is not overwhelmed with the hugeness of the job.
2. It is really too much for just one person to do. It needs an overseer and then a person in charge of each individual fundraiser under that main umbrella.

3. Main person can head up any of the fundraisers underneath the umbrella that they want to or get others to spear head each individual fundraiser. This person also gets word out on Grocery store and Amazon rewards programs.
4. Sub committees needed...
 - a. Snap Raise
 - b. Mums
 - c. Mattress Palooza
 - d. Northpark Gold Raffle
 - e. Restaurant Spirit Nights
 - f. Chamber Music Festival
 - g. Any new fundraisers or ones I forgot to mention

Bylaws Committee

1. The Committee is chaired by the Parliamentarian. Any LHABC member might serve on this committee; it is recommended that the President(s) and President(s)-Elect do.
2. The role of the Committee is to periodically review and update the LHABC Bylaws and Policies & Procedures.
3. The responsibilities, policies, and procedures appear in the Parliamentarian's binder.

Chamber Music Festival Sub-committee

1. Members of the Committee are the Chairs of Hospitality, Ways & Means, and Pit Pops.
2. The role of the Committee is to recruit and organize volunteers to provide meals for judges, concessions for students, and labor as needed for this RISD-sponsored event in February that typically is held at LHHS every third year.
3. In early January ascertain from Band Director specific needs for judges, budget provided by RISD, equipment requirements, etc.
4. Meet as a committee to make a plan for the event including recruiting volunteers, defining tasks, etc.
5. Hospitality has responsibility for providing the meals and other refreshments for judges and securing reimbursement from RISD. Small gifts for judges are much appreciated and distinguish LHABC; these are an LHABC expense not reimbursed by RISD.
6. Ways & Means has responsibility for concessions.
7. Pit Pops has responsibility for moving equipment and grilling food for concessions, if needed.
8. Each Chair should recruit volunteers, organize them into shifts, and manage expenses to the approved budget.

Mums Sub-committee

1. Working with chosen florist on designs and prices & schedule - summer/August.
2. Getting mum/armband forms designed and printed mid/early September.
3. Setting up display case by library mid September. Advertising through grade level reps, FB and websites mum info.
4. Scheduling tables and times to hand out & take returned forms/payments in lunch rooms late Sept.
5. Figuring out mum/armband pick up (do at school or if florist is close pick up there).
6. Keep track of payments that come through or too LHABC and get monies to/from florist.

7. Help set up in Spring the florist making mums for following year if need to change

Nominating Committee

1. The Committee is chaired by an LHABC Board member appointed by the President(s) and the other members are the President-elect(s), LHABC member representatives of the LHHS, LHFC, LHJH, and FMJH, as well as the LHHS Band Director. The President(s) shall constitute the Committee and submit the roster for Board approval at the last meeting of the Fall semester.
2. The Committee should meet as soon as possible after November constitution to organize the project timeline: November – March.
3. Members of the Committee should solicit interest from high school and junior high LHABC members to serve the Band in the coming year.
4. Because in many cases there are advantages to Committee Chairs and Officers serving in a position for more than one year, consideration should be given to those currently serving, whether to continue in that role or to take on a different one.
5. Because in many cases there are advantages to having to members serve as chairs and officers, consideration should be made for productive partnerships.
6. Personal connections with candidates should be made by members of the Committee, results of those conversations reported to the Committee Chair.
7. The Committee Chair should present the proposed slate at the March or April General meeting for approval.

Spring Trip Committee

1. Members of the Committee are: President(s), President(s)-Elect, Treasurer, Historian, Chaperone Chair, Pit Pop Chair, Uniforms-Concert Chair, and the Band Director.
2. The role of the Committee is to support the Band Director's planning and execution of the annual Spring Trip, which entails travel, participation in a competition, and local accommodations and activities.
3. In November the President(s) contact the Band Director to set an organizational meeting date and remind the ex-officio members of their duties to this Committee.
4. The President(s) should discern early which Committee members will be able to participate in the trip and therefore how many roles will need to be covered by others. Final decision as to which LHABC members will participate in the trip and their duties will be made by the Band Director with recommendations by the Committee.
5. There should be one chaperone for each ten (10) students traveling and, if possible, the gender of the chaperones should be proportionate to that of the students traveling. All chaperones must have passed the RISD background check before the trip. Chaperones will pay for their own food on the trip (groceries for cooking in the condos, informal meals out) but all other expenses are paid by LHABC.
6. LHABC will fund the cost of Chaperone and Historian's **ground package** (bus transportation, hotel, student group activities and one group chaperone meal). For years that LHHS travels to Corpus Christi, this will effectively pay for their trip cost [as is current practice]. For the "Big Trip" every four years, the Chaperone and Historians will be responsible for their own airfare, but LHABC will fund the ground package as defined above.
7. Responsibilities of the Committee entail planning and preparing, which include but are not limited to:

- a. Recruiting Chaperones (useful to include Historian, Videographer, at least two Pit Pops, male and female nurses, and other adults who might serve multiple roles)
 - b. Designating one Chaperone to coordinate chaperone activities (ordinarily at least one of the Presidents or Presidents-Elect)
 - c. Designating one Chaperone to manage student medications (preferably a nurse), identifying that Chaperone to parents with email and cell phone contact information, preparing forms to track, and retaining the medical release forms binder
 - d. Scheduling chaperones duties (avoid scheduling those who have other duties, e.g. Historian)
 - e. Scheduling a pre-trip meeting of the Committee with the Chaperones to preview its details
 - f. With the Chaperones, attending the Band Director's parent information meeting
 - g. Purchasing and packing supplies
 - h. Updating and packing first aid kits (one for each bus, plus the extensive kit)
 - i. Preparing concert uniforms and packing sewing kit
 - j. Ensuring there is a Chaperone with check-writing authority, that there are at least three spare checks, a LHABC credit card, and tips of \$150 each for the bus drivers
 - k. Setting up GroupMe with all chaperone added to the Spring Trip group
 - l. Packing wireless PA system, if needed
8. Chaperone responsibilities include but are not limited to:
- a. Collecting and exchanging Bus Driver contact information
 - b. Supervising students on the bus to which they and the Chaperone have been assigned
 - c. Supervising medication schedules and interacting with parents as needed (designated Chaperone)
 - d. Supervising students and the rooms to which they and the chaperone have been assigned
 - e. Checking each assigned room for pre-existing damage and turning in damage list to the front desk
 - f. Organizing extra activities (e.g., check with condo front desk about bonfire)
 - g. Checking each assigned room at 11 PM to confirm students are in their assigned room
 - h. Discerning which students will participate in on-location trips and which will stay at the condo, assigning chaperones to travel and stay with students accordingly
 - i. Organizing the chaperones night out, arranging the bus drivers, securing the cash to tip the drivers, and composing the thank-you note to them.
 - j. Organizing the senior band pictures on the beach (Historian)
 - k. Before check out, checking each assigned room for damage. Releasing students to leave the room.
9. The specific responsibilities, procedures, and forms appear in the President's binder.
10. Pit Pop duties include but are not limited to:
- a. Arranging for the truck rental
 - b. Loading the truck with instruments, equipment, luggage, and whatever else is needed at the destination and not on the buses
 - c. Sharing the trip down and back between at least two drivers
 - d. Chaperone duties

- e. Help with extra activities
11. Scholarships
 - a. There are no scholarships available through LHABC for spring Break trips.
 - b. Spring trip fees paid for a student who becomes ineligible to participate in the trip, are non-refundable and forfeited to LHABC.
 - c. It is up the discretion of the LHHS Band Directors to allocate those funds.
 - d. Any LHABC member wanting to donate, to an eligible student's trip, should do so through the LHHS Band directors.
 12. Review and update the Policies & Procedures at the end of the trip.
 13. NOTE: The once-every-four-years trip out of state that entails more extensive travel planning (such as airfare, packing equipment for airplane travel, etc) might have Policies & Procedures specific to it and reflecting these complexities.

Voting by Email

A vote by email must be treated the same as a meeting. For an email vote to be considered valid, a quorum or ballots must be returned by the deadline. Ballots returned after the deadline are invalid.

Once a vote by email is called, the following process must be followed:

1. The President(s), with the help of the secretary, prepares the ballot which contains the following:
 - a. Subject of the email: "LHABC Call to order"
 - b. Body of the email contains: "The email meeting will come to order" on the first line and explain which meeting has come to order
 - c. The body of the email must contain the motion to be voted on
 - d. The deadline in which to return the ballot
 - e. A place to designate the choices
 - f. A signature line for the person who voted and a place to spell out the name
2. The secretary emails the members the ballot to the voting membership
3. Completed ballots must be sent back to the secretary by the deadline
4. The secretary counts the ballots and provides the results to the President(s)
5. The presidents sends out a notification as to the result of the vote

Expense Reimbursement & Check Requests

1. Each officer and committee chair binder will have copies of [check request forms](#). Additional forms can be found on the LHABC website @ LHABC.org (click on the *Forms & Schedules* link)
2. All forms must be filled out completely with signature of both the person seeking reimbursement and the chair of the committee against which the expense will be charged. Attach receipts to the request form and make a copy of both the form and the receipts to retain until reimbursement has been received.
3. Place completed check request form(s) in the Treasurer's box on the wall in the Conference room (next to the Band Director's office) when the band hall is open.
4. During marching season (August – November) check requests will be collected by the Treasurer

once a week. Checks will then either be returned to the band hall on Monday or sent via US mail to the recipient (treasurer will advise the LHABC board on the preferred day).

5. During Off Season (December - July) check requests will be collected once a week by the Treasurer, who will send checks via US mail to recipient
6. If reimbursements are needed before the normal collection date, email Treasurer with request directly.

Making a Deposit

1. Board Members
 - a. Fill out the [deposit form](#) completely
 - b. Secure all currency, checks, and coins in one envelope and label with the event name or chairperson name
 - c. Insert the form into the envelope with the currency
 - d. Place the sealed envelope (with currency and form) into the safe by the wall outside of the head director's office
2. Boosters
 - a. Secure all currency, checks, and coins in one envelope
 - b. Label the envelope with the student name, total dollar amount and what the money is for (i.e.: Fundraising, payment of fees, gifts to Band club, etc)
 - c. Place the sealed envelope into the safe by the wall outside of the head director's office

Returned Check Policy

1. The Lake Highlands Band Club will make every attempt to collect checks returned for Non-Sufficient Funds.
2. FEES
 - a. A fee of \$10.00 is charged for a check returned for any reason. The payer of the check will be asked to pay the amount of the NSF check plus the fee of \$10.00 either by cash, money order or Cashier's check. Attempts to collect will first be made by telephone. If this attempt is unsuccessful, a letter requesting payment will be sent. If the payer fails to respond, the Band Club will refuse all checks from this payer from that point forward.

Guest Clinician and Staff Assistant Fees and Expenses

1. LHABC supports and encourages the use of guest clinicians and staff assistants to further the learning of all band students.
2. The head band director will notify the Budget Committee of the proposed clinician amount to be included in the annual budget. The head band director and clinician will agree about the honorarium before the clinic.
3. LHABC will pay for clinician travel expenses.
4. Clinician expenses should be reimbursed per the guidelines for reimbursement guidelines.

LHHS Band College Scholarships

The purpose of the LHABC student scholarship program is to recognize senior band students and provide financial assistance for higher education. The number and amount of scholarships to be given will be determined by availability of funds, but the intention is to give four scholarships each worth \$1000. In addition, a fifth scholarship sponsored by the Stewart family in memory of Jack Stewart, may be available each year plus a sixth scholarship, sponsored by the McGaughey family in memory of Travis McGaughey may be available each year

Criteria

Students applying must meet the following criteria:

- The student must be currently enrolled in one of the LHHS Bands
- The student must have been enrolled in a LHHS Band class for at least three academic years
- The student must plan to enroll in a two-year or four-year institution of higher education in the fall semester immediately after high school graduation

LHABC Scholarships

One scholarship may be awarded to recognize each of four categories of LHHS Band achievement:

1. **Performance.** Awarded to the graduating senior who has demonstrated excellence in performance in a way that has strengthened the LHHS band program. This may be demonstrated by superior performances at solo and ensemble contests, outstanding recommendations by a private lesson instructor, extraordinary performances in LHHS band and ensembles, leading one's own section to be more musical, and/or performing with excellence in settings beyond the high school.
2. **Leadership.** Awarded to the graduating senior who has demonstrated outstanding leadership within the band program and beyond, demonstrated in both official and unofficial capacities, as a section leader, drum major, drill assistant, or member of the band. The recipient of this award will be a student who is recognized by both peers and faculty as a leader.
3. **Scholarship.** Awarded to the graduating senior who has demonstrated excellence in all areas of academics while also excelling as a band student. The student should have demonstrated a minimum GPA of 90 and excellence in scholarship not only in fine arts classes but also in the full spectrum of high school academic life.
4. **Spirit.** Awarded to the graduating senior who has demonstrated outstanding school spirit and pride in the LHHS band program. The recipient of this award will be a student who has inspired the whole band to do its best and to have pride in performance as a representative of the Lake Highlands community.

Scholarship in memory of Jack Stewart

In honor the memory of Jack Stewart, LHHS Class of 2013, a fifth scholarship for \$1000 will be funded by the Stewart family for as long as feasible. The recipient will be a band student meeting the same requirements and participating in the same selection process as the LHABC scholarships.

The **Jack Stewart Memorial Scholarship** will be awarded to a senior that exhibits Jack's personal characteristics of exceptional performance, leadership, scholarship, and character by an elite musician, high achieving academic scholar, and outstanding young adult.

Scholarship in memory of Travis McGaughey

In honor the memory of Travis McGaughey, a sixth scholarship for \$1000 will be funded by the McGaughey family for as long as feasible. The recipient will be a band student meeting the same requirements and participating in the same selection process as the LHABC scholarships.

The **Travis McGaughey Memorial Scholarship** will be awarded to the Senior who has demonstrated outstanding performance and pride in the LHHS Jazz program. This recipient of this award will have demonstrated quality performance in the Jazz band for at least two years and exhibited a love for the program.

Application Process

- Students desiring to be considered for a scholarship must submit the required documentation to the counselor's office by application deadline.
- Students do not have to indicate which of the scholarships they seek; placement in award categories will be at the discretion of the judges.
- Applications should consist of all of the following:
 - A completed student application form.
 - A completed student profile form (part of the student application form) **or** a personal resume.
 - An essay of about 250 words responding to the question: "How has band shaped your life?"
 - At least two letters of recommendations including one from a high school or junior high band director or private lesson instructor and one from someone who knows the student outside of band.
 - High school transcripts (unofficial copies)

Administration and selection process:

- Organization of the annual scholarship program will be the responsibility of the president-elect.
- The president-elect shall:
 - Contact the Stewart family regarding the Jack Stewart Memorial Scholarship
 - Contact the McGaughey family regarding the Travis McGaughey memorial scholarship
 - Set the application deadline on a date within the week following spring break
 - Prepare application materials and make them available at least 4 weeks prior to the application deadline
 - Publicize scholarship availability
 - Enlist parent volunteers for the selection committee and provide the names to the counselor
 - Prepare presentation of awards and present them at the Senior Awards ceremony and band banquet.
- The treasurer shall:
 - Work with the Stewart family on processing funds for the Jack Stewart Memorial Scholarship.
 - Work with the McGaughey family on the funding for the Travis McGaughey Memorial Scholarship
 - Send the awarded funds to the school the recipient will attend (funds may not be given directly to the student).

Selection Committee

- A panel of three judges will be enlisted each year to server on the selection committee to determine the scholarship winners.
- The committee shall be comprised of:
 - A counselor a Lake Highland High School
 - A find arts teacher at Lake Highland High School who is not a current or former band director for the Lake Highlands cluster
 - A former LHABC parent who:
 - has no relative currently in the band program
 - has not had a relative in the program for at least two years
 - has not served any position on the LHABC board for at least two years
- Should the president-elect be unable to enlist judges from each of these three descriptions, advice should be sought from the principle of Lake Highlands High School on suitable alternates whom met the spirit of these guidelines.

Travel Policies and Expenses

The LHABC Travel Policy has been developed to provide guidance to all persons representing LHABC such as Band Club members, Band Staff and Consultants hired by LHABC while traveling and conducting LHABC business.

General Policy

LHABC will reimburse persons for all incremental expenses that are necessary and actually incurred when conducting authorized LHABC business. Each person is expected to:

1. Notify the Treasurer and President prior to making travel arrangements
2. Exercise good judgment with respect to any expenses related to Band Club business.
3. Check the accuracy of bills and other documents before paying or accepting them.
4. Report all expenses promptly and accurately with the required documentation.

Reimbursable Travel Expenses

Airfare

1. Persons should schedule air travel at least 21 days in advance and the least expensive class of service shall be used.
2. LHABC will not incur any expense for cancelled or changed tickets. Extra costs associated with missed flights or changed travel plans will be borne by the traveler.
3. Under extenuating circumstances, the LHABC will consider reimbursement for extra costs for each events circumstances separately.

Lodging

1. Accommodations are expected to be appropriate for the business purpose of the trip. Persons are expected to use standard accommodations at hotels and motels. Use of deluxe hotel/motel or suite/luxury accommodations or room upgrades are not to be used except at the expense of the person.
2. When “guaranteed” reservations have been made and travel plans are changed, it is the

person's responsibility to cancel the reservations to avoid "no show" charges. If you fail to cancel, you are responsible for the charges.

3. Advance payments may be made directly to third parties for transportation and lodging with the submission of a reservation confirmation.

Meals

1. Meals will be reimbursed at a maximum of \$75 per day.
2. A detailed register receipt must be submitted with a request for reimbursement of meal expenses in order to be reimbursed. Credit card receipts will not be considered.
3. LHABC will not reimburse any person for alcoholic beverages.
4. If purchasing meals for LHABC staff or approved guests, list each individual's name.

Ground Transportation

Car Rental

1. A rental automobile is to be used only when other means of transportation such as taxis or shuttle buses are unavailable, more costly, or impractical. In deciding whether or not to use a rental car, the traveler should consider the additional charges such as parking at hotels, gas, insurance, taxes and charges imposed by the rental companies when the vehicle is not going to be returned to the renting city.
2. The person shall comply with all terms of automobile rental agreements and will be personally liable for any costs, expenses, or damages arising from or related to any failure to comply with such terms.
3. The person shall not allow anyone to drive a rental automobile that is not an LHABC representative or identified in the rental agreement as an additional driver.
4. The type of car rented should be based on the number of people traveling:
5. Compact car for 1 person
6. Intermediate car for 2-3 persons
7. Full size car for 4 persons
8. Loss/theft of personal and LHABC owned articles left in the rental vehicle would be the responsibility of the person renting the vehicle.

Taxis/Limousines

1. Taxis and share-ride shuttle buses may be used for LHABC travel. This includes transportation to/from the airport in the city of departure as well as the destination city. Hiring a limousine, where convenient and less expensive alternatives are available, is not acceptable.
2. Free hotel pick-up and delivery service should be used at every opportunity. Hotels that provide this service normally have phones located in the baggage claim area of the airport.

Rail Service

1. Rail service may be used when both cost and time factors are favorable for LHABC travel. When used, the normal accommodation is coach.

Personal Automobile Usage

1. Periodically, persons may be required to use personal automobiles for LHABC business.
2. LHABC will reimburse persons at the mileage rate approved by the Internal Revenue Service for use of personal autos on LHABC business. Personal autos should not be used for extended trips when public transportation is available.
3. LHABC will not reimburse for the costs of violations of the law or for loss/damage to personal property or vehicle while traveling.

Parking, Tolls, Etc.

1. Parking and tolls incurred while traveling on LHABC business are reimbursable.

Incidentals

Tips/Gratuities

1. Reasonable tips for baggage handling, taxis, etc. are reimbursable. Tips should be included along with the particular item of expense when applicable, such as taxis or meals. Other tips, such as for baggage handling, should be shown separately under "Tips" on the Expense Report. Guidelines for reasonable and customary tips are:
 - a. Meals, 20%
 - b. Taxis, 20%
 - c. Porter and bellhops, \$1.00 per bag

Non-Allowable Non-Reimbursable, Travel Costs

1. LHABC's policy is to reimburse persons for all expenses incurred in conjunction with LHABC business. However, there are specified types of expenses that are considered to be of a personal nature and are not reimbursable. Some examples of expenses that are considered to be of a personal nature and thus, not reimbursable, are:
 - a. Air travel and other personal trip insurance
 - b. Airline clubs
 - c. Barber, manicurist, shoeshine, or masseur
 - d. Briefcase or similar items, such as luggage
 - e. Cash advance fees or finance charges
 - f. Commuting costs (to and from home to location of office)
 - g. First class and Business Class upgrade certificates
 - h. "No-show" charges and penalties
 - i. Personal reading matter or services
 - j. Repairs, maintenance or insurance on personal cars
 - k. Theaters, movies, fitness facility usage fees or other personal amusements
 - l. Traffic fines or court costs
 - m. Special care arrangements for children or pets
 - n. Other club or other non-professional membership dues, subscriptions or fees
 - o. Unauthorized trips, entertainment, gifts, or donations
 - p. Flowers, gifts, etc., for holidays, secretary's week, birthdays, etc.

Spousal and Guest Travel

1. Spousal and guest accompaniment expenses are not generally reimbursable expenses.

When the purpose of LHABC travel allows for spousal and guest accompaniment and is approved in advance by the LHABC Board, LHABC will reimburse the person for accompaniment expenses. When authorized, these expenses should be separately identified and included on the expense reimbursement form. When the spouse accompanies the traveler, the added cost reimbursed to the person will be considered by the IRS, as taxable compensation to the person. In determining which expenses classify as accompaniment costs, all airline, meal and other costs that can be separately identified are to be included. For costs that would have been incurred by the person, only double occupancy surcharges should be included. For lodging when the single occupancy rate is not known, 85% of the actual cost usually approximates the single occupancy rate and is acceptable for reimbursement. LHABC will not reimburse persons for the cost of spousal or guest airfare even though the cost of two tickets could be less than the cost of one “weekday” round trip ticket.

Travel Expense Reimbursement

1. All expenses incurred on LHABC business are to be listed on the Expense Report form and submitted to the Band Club Treasurer within sixty (60) business days of returning from the trip.
2. Receipt Guidelines
 - a. All reimbursable expenses claimed in Expense Reports should be supported by an original receipt.
 - b. Receipts are required for ALL expenditures charged on charge cards. Expense Reports for mileage, telephone calls and meals must include an itemized list of the items claimed and explanation of business purpose.
 - c. We recognize that many restaurants do not issue separate checks. In this instance, if one bill is received, the person who pays the bill should list all attendees on the Expense Report. The meal allowance for other LHABC persons in attendance will be reduced accordingly, even though they do not pay for any part of the meal.
3. Family and/or Friends
 - a. LHABC does not permit reimbursement of travel expenses for family and/or friends.
 - b. Cash Advances
4. No cash advances shall be made for travel expenses unless prior approval is received from the Treasurer and the President.

The president elect shall:

1. Setup a remind account for LHABC with the LHABC parent and students about how to sign up for this service and maintain the account this term

The FMJH Rep shall:

1. Setup a remind account for FMJH with the FMJH parent and students about how to sign

- up for this service. and maintain the account this term
2. Get access to FMJH charms to email parents and students about band activities
 3. Coordinate with the parents to collect gifts for the directors for holidays and teacher appreciation events.

The LHJH Rep shall:

1. Setup a remind account for LHJH with the LHJH parent and students about how to sign up for this service and maintain the account this term.
2. Get access to LHJH charms to email parents and students about band activities
3. Coordinate with the parents to collect gifts for the directors for holidays and teacher appreciation events.