

CHAPARRAL BAND AIDES, INC.
(dba Chaparral Band Boosters)

POLICY FOR REIMBURSEMENTS FROM STUDENT ACCOUNTS

- The Chaparral Band Boosters provide opportunities for students to raise funds to offset the cost of participation in the Band program through a variety of activities. These activities have included car washes, participation in Fiesta Bowl set up, sales of various items and grocery store programs. Students and their families can earn dollars for individual accounts for their efforts in these activities.
- To receive reimbursement for expenses incurred, the student or parent must complete a reimbursement request form. There are two separate forms to choose from depending on the type of reimbursable expense. Examples of approved reimbursable costs are outlined in the chart below.
- **FORM A** - Band program costs may be eligible for the State of Arizona tax credit for fees paid to public schools. If costs fall into this category, reimbursement will only be made to the extent that the student’s account has adequate funds, and the dollars paid **exceed** the eligible amount of tax credits available (currently \$400 for a married family and \$200 for single parent families). A completed “Form A”, together with any documentation, should be provided to the Chaparral Band Booster Treasurer.
- **FORM B** – Band costs which are not eligible for the State of Arizona income tax credit can be paid directly to the appropriate payee. A completed “Form B”, together with any documentation, should be provided to the Chaparral Band Booster Treasurer.

Approved Reimbursable Costs	Non-Approved Costs
Band Fees paid to District	Personal meal costs for Band trips
Student Fees (Marching, Wind Ensemble, Jazz, Symphonic bands) paid to Band Boosters	Personal meal costs for Competitions
Miscellaneous Student T-Shirt orders (examples: Band Council, Jazz, Percussion)	Band Banquet meal expenses
Hotel/Transportation costs for Band Trips	Band Uniform cleaning
Parent Chaperone Trip expenses	Private instrument lessons
Repair costs for SUSD-owned instruments	Personally-owned Instrument Repair
Band Booster membership	Personal Instrument purchase

Date 09/01/09

