

FMPA Policy on Flow Through Funds for Student Contests and Honor Bands/Choirs

Background: During the course of the music education year there are opportunities for students to participate in OMEA solo and ensemble contests and various honor choir and honor band performances. There is a per student fee for these events however the event organizers expect a single check from each school for all of the students being registered. To facilitate the registration, the FMPA writes a single check for the total registration amount and is reimbursed by the individual students participating. The purpose of this policy is to clarify the process for allocating and recovering these “flow through” funds.

Roles:

FMPA Treasurer – issue registration checks and report each month on the amount of flow through funds allocated and recovered. Work closely with music department staff to ensure that money received from students is allocated correctly.

Music Department Staff – for each event the organizing music department staff member will maintain the registration list and the payment status of each student. Music Department staff will inform students if they are disqualified from participating due to late payment. Music Department staff will also qualify those students who request and merit scholarships and request scholarships from the FMPA for deserving students.

Process:

1. Music Department Staff recruit students for participation in contests and honor choirs / bands.
2. Students are informed at the time they indicate interest of the cost of registration and given a deadline to have their registration money turned in to their teacher payable to the FMPA. The deadline will be prior to the date the teacher intends to send in the registration check.
3. Students will be informed that if their registration \$ is not received prior to the date that the registration must be sent that they will not be able to participate in the event.
4. Students who have not paid or arranged for scholarships prior to the event will not be permitted to participate.