

# LHSGB&OPC – Fundraising Refresher

What we will cover:

1. How fundraisers are announced
2. Where to find the order sheets/information
3. How to place your fundraising order
4. Payment and Payment Options
5. Quota and overpayments/refunds with an example
6. Charms system

# 1. How Fundraisers are Announced

Right now:

- Band App

In the future:

- Charms (text and/or email announcements)
- The announcement is sent out when the sale is 'live'.
- The announcements will direct you to the website where all information can be found.

## 2. Where to find the order sheets/information

**Website:** <https://lhsgbopc.org/>

- Top right corner – *Current Fundraisers*
- Click on the link for the fundraiser – there is a separate link for each active fundraiser
- All order forms, pricing, due dates, delivery dates, quota contribution and coordinator contact information will be posted there
- Link where orders are submitted will also be posted there

The screenshot shows the website's navigation menu with options: FUNDRAISERS, CALENDAR, QUOTA, HISTORY, PHOTOS, INFORMATION, VOLUNTEER, and EVEN. The main heading is "Matey's Pizza Sale, July 2022". Below the heading is a paragraph: "Liberty Band and Choir are selling Matey's American Pizza Co. Gourmet Frozen Pizzas to raise funds to offset costs for a trip to Virginia to participate in competitions and parades." Another paragraph follows: "We are proud to sell Matey's pizzas because of their quality and reputation. Matey's pizza comes with a 3 month shelf life in your freezer, so please stock up!" A third paragraph states: "The sale ends at midnight on **Sunday, July 31!** Pizzas are sold for \$7.50 each (except for the Gluten Free which cost \$9.50), and you earn \$2.00 toward your student quota. Please see the printable order form below." There are two blue links: "Matey's Pizza Sale - Printable Order Form" and "Online Order Form". A final paragraph says: "Pick-up date is **Saturday, August 13th** time to be announced. Bring a check or money order with your child's name and Matey's Pizza in the memo. See you then!" The last line of text reads: "If you have any questions, please contact Deena Aguiar at jsa".

The screenshot shows the website header "Liberty High School Band & Orchestra Parents" with a navigation menu: FUNDRAISERS, CALENDAR, QUOTA, HISTORY, PHOTOS, INFORMATION, VOLUNTEER, EVENTS, TRIPS, and social media icons for Facebook, Twitter, and Email. A large photo of the Rose Bowl stadium is featured with the text "Second to None! Congratulations to the Liberty High School Grenadier Band -- Eight Time Winner of the Lehigh Valley Music Award for Best Marching Band 2010 through 2017". Below the photo is an "ANNOUNCEMENTS" section with the text "Matey's Pizza Sale Now Live". On the right side, there is a "CURRENT FUNDRAISERS" sidebar with a list: "Matey's Pizza Sale, July 2022", "2022 Wawa Shorti Coupon Sale", "2022 Grocery Store Gift Cards", and "2022-23 Gertrude Hawk Candy Sale". Below this is a "LHSGBOPC ON FACEBOOK" section showing a Facebook post from "LHS Band and Orchestra Parents Club" with the text "Congratulations!".

## 3. How to place your fundraising order

Home FUNDRAISERS CALENDAR QUOTA HISTORY PHOTOS INFORMATION VOLUNTEER EVENTS

### Matey's Pizza Sale, July 2022

Liberty Band and Choir are selling Matey's American Pizza Co. Gourmet Frozen Pizzas to raise funds to offset costs for a trip to Virginia to participate in competitions and parades.

We are proud to sell Matey's pizzas because of their quality and reputation. Matey's pizza comes with a 3 month shelf life in your freezer, so please stock up!

The sale ends at midnight on **Sunday, July 31!** Pizzas are sold for \$7.50 each (except for the Gluten Free which cost \$9.50), and you earn \$2.00 toward your student quota. Please see the printable order form below.

[Matey's Pizza Sale - Printable Order Form](#)

There are six types: Original Gourmet, Triple Cheese, Thick Crust, Smoked Cheese, and Gluten Free pizzas.

[Online Order Form](#)

Pick-up date is **Saturday, August 13th** time to be announced. Bring a check or money order with your child's name and Matey's Pizza in the memo. See you then!

If you have any questions, please contact Deena Aguiar at jsa

- Each individual fundraiser has a link to an “Online Order Form.”
- Click the link to view the items – enter your TOTAL quantity for each item sold.
- You are placing an order for TOTAL items sold to all your customers – not one per customer.
- After completing the form – submit it.
- You will receive email confirmation of your order.

## 4. Payment and Payment Options

- Payment is due on the day of pick-up.
- You must write ONE check for the total of all items ordered – we cannot accept direct checks from your customers. We cannot accept cash for your order.
- If you placed orders for multiple fundraisers, delivering on the same day – we require a separate check for EACH fundraiser.
- Include your child's name and fundraiser name in the check memo.
- Payment can also be made via Money Order or PayPal. A 3% fee will be added to your order total for PayPal payments.
- Checks for fundraiser payments (only) are held for ONE WEEK to allow you time to collect payment from your customers. It should be expected that they will be deposited exactly ONE WEEK after the fundraiser delivery date.
- Any checks returned for non-sufficient funds will result in:
  - A replacement check or money order being required to pay for the fundraiser items.
  - An additional fee to reimburse LHSBG&OPC for bank fees incurred.
  - The removal of quota contribution for the fundraiser from the student's account, until such time that the fundraiser and fees are paid in full.

## 4. Payment and Payment Options – example of how to write out the check

PLEASE FILL OUT CHECKS FOR DIRECT QUOTA OR SALE PAYMENTS AS FOLLOWS:

John & Mary Doe 123 Main St. Bethlehem, PA 18018	Friendly Neighborhood Bank Bethlehem, PA	1230
Pay to the Order of <u>LHSGB&amp;OPC</u>		<u>\$ 63.00</u>
<u><i>Sixty-three and no/100 Dollars</i></u> <u>Dollars</u>		
<u>Memo Jane Doe – Hoagies</u>		<u><i>Mary Doe</i></u>

LHSGB&OPC –  
Liberty High School  
Grenadier Band &  
Orchestra Parents’  
Club

Memo – Please write  
student’s name and  
specify what sale  
payment is: Hoagie,  
Flower Sale, Quota,  
etc.

Mail checks to:  
LHSGB&OPC  
PO Box 226  
Bethlehem PA 18016

## 5. Quota and overpayments/refunds with an example

### Overpayments:

- Fundraisers are made available throughout the school year, and may be used to cover the quota costs required for a student **during that current school year**. For example, if this school year is the 2022-23 school year, the student can fundraise throughout the 2022-23 school year, to cover quota expenses incurred for the 2022-23 school year.
- Fundraised funds CANNOT be used to be reimbursed for quota expenses incurred in prior school years. For example, if the student took a trip in the 2021-22 school year, he/she may not use fundraised funds earned in the 2022-23 school year to be reimbursed for the trip costs from the previous school year.
- If the amount fundraised by the student in the school year exceeds the student's quota obligation for that same school year, the fundraised funds CAN be rolled over in the student's account for use to cover the following school year's quota expenses. *Any rolled over funds become non-refundable.*
- If an overpayment occurs in the student's quota account, the family is eligible for a refund of any direct payments made towards the student's quota expenses for that school year. These refunds will be calculated by the Executive Board at the end of each school year, and a check will be automatically mailed to the family in the proper amount. This allows the family to continue to fundraise to cover the cost of a trip, even though payments to participate in that trip may have been due prior to additional available fundraising opportunities

## Liberty Band Refund - Example

- 2022-23 school year, student's financial obligation is \$150 (fair share) + \$1500 (if going on the trip). Total obligation = **\$1650**.
- Student has the opportunity to fundraise to pay for both fair share and trip costs.
- Final Trip payment is due Feb 1.
- Prior to Feb 1, the student has fundraised **\$1200** and applied that to their total obligation. The student's family writes a check for the remainder owed (**\$450**).
- Between Feb 1 and last day of 2022-23 school year, the student fundraises an additional **\$500**.
- The student's family will receive a refund check to be reimbursed for the amount paid in (**\$450**) *during the current school year*. The student cannot request a refund of the additional **\$50** raised.
- The remaining **\$50** will be rolled over for next year's use if underclassman. If the student is a senior, that **\$50** must be transferred to another student in the program or entering the program the following year, OR donated to the general fund.
- Each year, students who fundraise enough to cover their financial obligations for the year will automatically receive a refund check for any 'paid-in' amount (in the example case = **\$450**) from that school year. Any additional amount (in the example case = **\$50**) will be rolled over for next year, or donated to another student/general band fund.
- This is a year-to-year process. Parents cannot fundraise to be reimbursed for any funds paid-in to cover expenses incurred in previous school years.



## 6. Charms system

- Quota will no longer be posted on the website.
- Instead, we will use the Charms System.
- Benefits of the Charms System:
  - Allows each family access to their own student(s)'s account to view their quota balance at any time
  - Provides line item view as to what is included in the quota amount
  - Allows administrators to update additions to quota amounts more quickly and make it more visible to parents and students
  - Allows parents to request to use their quota amounts to cover financial obligations/expenses for the school year.

## 6. Getting parents access to Charms

- Band students and a few choir students are entered, with their accounts up to date.
- Orchestra only students – expected to be set up within the first two weeks of school.
- Choir students will be entered as they sign up for the trip.
- Students/parents need to set up their account
- ***The student's BASD email will be the primary email on the account for set up purposes.***
- A parent guide is posted in the 'Information > LHSGB&OPC' section of the website

Process for getting parents/students set up:

- We will ask Charms to reset ALL student passwords.
- Once this is done, we will put an announcement up in the Band App.
- ***You will receive an email to your student's BASD email with a link to reset their password.***
- ***Use the Parent Guide on the website to get the school code.***
- ***The link is only good for 24 hrs until the password must be reset again.***
- Once you have set up the account, you can add adult contact information, phone numbers, emails, so that you can receive email and text communications sent out by the board.

## 8. Parent Homework

- Go to LHSGBOPC website <https://lhsgbopc.org/> (under activities menu on Liberty HS website):
  - Check out fundraisers
  - Go to 'Information > LHSGB&OPC information'.
  - Find Parent Handbook and Charms Login Information
- Make sure you can get access to your student's BASD email account (for Charms reset password email)
- Watch for the Band App announcement that Charms passwords have been reset

- Setting up a new system is NOT easy.
- The board is not perfect.
- The board is not paid, we are volunteers.
- We're all a little rusty after 2+ COVID years.
- The board is committed to making this year a great year for you and your students.

