

## **Spring Grove Music Boosters - NSF Check Policy**

The Spring Grove Music Boosters (*SGMB*) collects payment from students, parents, guardians and family members of Spring Grove Area School District students (*Family*) to support financial needs and facilitate payments for music programs at SGASD, including but not limited to: fundraising programs, trips, activities, uniform accessories, instrument supplies, student meals, and other student expenses. Our purpose for supporting these programs is to enable and encourage students to participate in music activities and to assist SGASD Music Department faculty and staff (*Director*) with the collection and payment of expenses for which Families are responsible.

The SGMB will be the custodians of all funds collected and will make payments for goods and services provided to Families. Funds will be deposited to SGMB's financial institution (*Bank*) in a timely manner, within 30 days from the time the payment is received from the *Family* or *Director*.

If the *Bank* determines that a deposited check has insufficient funds in the account-holder's checking account, it will return the check to SGMB with a non-sufficient funds (NSF) notice, and the *Bank* will charge SGMB a service fee for each NSF check deposited, in accordance with the *Bank's* Business Services Pricing Guide.

Any *Family* who submits an NSF check will be responsible for all NSF bank fees and any fees required to collect payment, in addition to the original payment amount.

Any *Family* who submits an NSF check will be restricted to payments by money order or cashier's check for the remainder of the school year in which their **first** NSF check was received. Any *Family* who submits two or more NSF checks will be restricted to payments by money order or cashier's check for the remainder of the *Family's* enrollment in SGASD.

SGMB will attempt to contact the *Family* using USPS Certified mail, electronic mail and/or phone to inform them of the situation within 30 days from the time the NSF notice is received.

If payment, including applicable fees, is not received within 30 days from the time the *Family* is contacted, SGMB will attempt to collect payment in one or more of the following ways:

1. Redeposit the NSF check, potentially incurring additional fees for which the *Family* will be responsible
2. Withdraw funds from the *Family's* Student Account(s)
3. Refer the *Family* to a collections agency

When final payment, including applicable fees, is confirmed and received in full, SGMB will shred the NSF check notice to prevent the check from being redeposited.

### **Policy History:**

Voted and Approved on August 1, 2022

Amended on TBD