

## Downers Grove South (DGS) Choir Student Accounts

### **What is my DGS Choir Student Account?**

Every participating DGS Choir Program student is eligible to have a DGS Choir Student Account. It works like a piggy bank, in that each student can get money credited to their individual account. Students may take money out of the account to pay for music-related expenses.

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### **How does money get put into my DGS Choir Student Account?**

As a participating DGS Choir Program student, from the first time you participate in fundraisers designated as Student Account eligible, the amount that you earn (a percentage of the profit) is placed into your individual account. As you participate in more of these designated fundraisers over your DGS high school years, earned monies are added to your account.

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### **How do I know how much money is in my Student Account?**

The Student Account balances are posted by student ID number on the bulletin board in the Choir Room, and online at <[www.dgschoir.org](http://www.dgschoir.org)> (click on Choir Information).

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### **How do I get money out of my DGS Choir Student Account?**

As monies accumulate, you may request money from your account to be used for any music-related expenses approved by your Choir Director(s) (i.e. lessons, required ensemble apparel, camps, trips, shows, etc). Simply complete a DGS Choir Student Account Refund Request Form, which is available in the Choir Room, or from your Choir Director, or online at <[www.dgschoir.org](http://www.dgschoir.org)>. Submit completed forms in mailbox in the Choir Room, or to your Choir Director. If approved, it is then passed onto the Choral Booster board for review at their monthly meeting. Upon Choral Booster Board approval, requested money will be deducted from the individual student account balance and a check will be mailed, or the money applied to the designated recipient. *Note: please allow up to five weeks to process a request.*

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### **What if I'm a senior, or if I am not returning to the DGS Choir Program?**

If you are a graduating senior, who will not be returning to the Choir Program the following school year, you must submit your final requests for reimbursement, or transfer your balance to a sibling's DGS Fine Arts Dept. Student Account by **May 15<sup>th</sup>**.

If you do not submit your final request by the deadline date, any individual balance remaining in such account shall be transferred to the Choral Boosters Account General Fund as a donation for use the following school year.

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*Note: If your Student Account balance is not listed it is either because you have a \$0 balance or because we do not have your Student ID number. Any questions concerning your Student Account, please contact your Choir Director.*

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**DGS Choir Student Account Refund Request Form (Acct: SCSACT)**

Use this form to request monetary reimbursement from one's Choir Student Account for choir-related expenses - private lessons, ensemble required apparel, camps, trips, shows, or for any other approved choir-related expenses.

Complete this form legibly and completely. Attached legible copies of receipts or cancelled checks to this form. Deposit completed form, with receipts attached, in the choir mailbox in the Choir Room.

The appropriate Choir Director will review your request. If approved, the request will be forwarded to the Choral Boosters board for approval review at their monthly meeting. Please allow up to five (5) weeks for approval and disbursement process.

Student Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Current Choir Student Account balance: \$ \_\_\_\_\_ Requested Amount: \$ \_\_\_\_\_

Choir-related purpose / Reason for request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please make the check payable to: \_\_\_\_\_

Mail check to home address.       Send payment directly to lesson instructor.

*Provide complete - name, mailing address and contact information:*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

*If you have any questions, please contact your Choir Director.*

*Office use only:*

Choir Director approval signature: \_\_\_\_\_

date: \_\_\_\_\_