

What is my DGS Choir Student Account?

Every participating DGS Choir Program student is eligible to have a DGS Choir Student Account. Credits may be used to pay for music program related expenses.

What is a music program related expense?

You may request credits from your account to be used for any approved music program related expense. Eligible expenses include; private lessons; ensemble required apparel, workshops, camps, trips, shows and other approved music program related expenses. All requests are subject to review by the booster's board.

How do I earn credits for my DGS Choir Student Account?

As a DGS Choir Program student, credits are earned by participating in fundraisers designated as Student Account eligible, the amount that you earn (a percentage of the profit) is placed into your individual account. The more fundraising you participate in the more credits you can earn and have applied to your account.

How do I withdraw my credits?

Simply complete a DGS choir student account request form which is available in the choir room or online at www.dgschoir.org . Submit completed forms, including required copies of receipts or cancelled checks, in the Choir Room mailbox, or to you Choir Director. All withdrawal requests must be approved by the choral director, booster's treasurer, and booster's board. After approval, requested credits will be deducted from the individual student account balance and a check will be mailed to the designated recipient. Note: *You must have credits in your student account to have a request approved. Requested amounts may not exceed the current verified balance in a students account. All amounts are subject to review and approval. Please allow up to five weeks to process a request.*

How do I know how many credits area 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 (click on Choir Information and Student Accounts)

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

If you are a graduating senior or will not be returning to the Choral Program the following school year, you must submit you final requests for reimbursement, or transfer you balance to a sibling's DGS Choral Student Account by *May 1st*. 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.

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 you Choir Director or the Choral Boosters Treasurer.

DGS Choir Student Account Request Form

This form must be filled out legibly and completely. Attach clear copies of receipts or cancelled checks to this form. (A reimbursement request will be denied without copies of receipts or cancelled checks) Deposit the completed form, with copies receipts or canceled checks, in the choir mailbox in the Choir Room.

Requests must first be reviewed by the Choir Director. The request will be forwarded to the Choral Boosters Treasurer for review and funds verification. Requests are then presented to the Choral Boosters Board for review and approval at their monthly meeting. Please allow up to five (5) weeks for approval and distribution process.

Eligible expenses include; private lessons; ensemble required apparel, workshops, camps, trips, shows and other approved music program related expenses. All requests are subject to review by the booster's board.

Student Name: _____ Student ID No: _____

Address: _____

City/State/Zip: _____

Primary Phone _____ E-mail: _____

Current Posted Choir-Student Account Balance _____ Requested Amount \$ _____

Music-related purpose / Reason for request:

Please make check payable to: _____

Mail check to home address Send payments directly to lesson instructor

Provide complete-name: mailing address and contact information:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____

If you have any questions please contact you Choir Director

Office use only:

Choir Director Approved _____ Denied _____

Signature _____ Date: _____

Choral Boosters Treasurer Approved amount _____ Denied _____

Student Account Balance before refund _____

Signature _____ Date: _____

Choral Boosters Board Approval Date: _____

(Acct: SCSACT)