

Payment Schedule for KM4B Band Trip in 2009

The collection of individual payments based upon a payment plan, tracking of contributions for volunteer efforts along with the proper disbursement of funds to meet contractual obligations for KM4B 2009 trip will take a large amount of effort. Thus, it is necessary that we establish some strict guidelines so that funds paid to send your child on this trip are properly credited to your student and we have collected the funds needed to make our commitments on time.

We've established the following payment system to try and ease the timing of the cost burden on band families. We need your help in following this plan and making the scheduled payments. If issues arise, please contact us immediately so that we can work together to resolve the issue.

We assume the trip will cost around \$1200 per person and we are suggesting the following schedule of payments for the trip.

- 1. March 13, 2008 - Thursday – the first payment of \$100 due – this payment is required** to reserve airline seats and retain rooms at a hotel.
- 2. April 17, 2008 – Thursday – \$150 payment**
- 3. May 29, 2008 – Thursday - \$200 payment**
- 4. August 14, 2008 – Thursday - \$200 payment**
- 5. September 25, 2008 – Thursday - \$200 payment**
- 6. November 13, 2008 – Thursday - \$200 payment**
- 7. December 4, 2008 - Thursday - \$150 final payment**

Representatives of the Band Boosters will be in the band hall in the morning on those designated days to collect your payments and credit your student with funds for the trip.

Payments are preferred by check - made out to “Kingwood Band Boosters – 2009 Trip”. Make sure that your student’s name is noted on the check so that he/she will receive the proper credit. The cancelled check will serve as your receipt. **Cash will also be accepted but only on collection days** and a receipt will be given for these payments. Trip payment vouchers are provided in your packet for reminders and to facilitate ease of payment. Remember to include your student’s name on all payments made so that the proper credit is given to the designated student.

The **payment level for your student must be at the level of \$450 by May 29, 2008** so that we may continue to hold your child’s seat.

An option is available that might make it easier for parents get the trip funds to us – a **payment can be mailed to the Kingwood Band Booster post office box.** The address is:

**Kingwood Band Boosters
2009 Trip Payment Plan
PO Box 5381
Kingwood, TX 77325-5381**

Please include your student's name with the payment - ANY PAYMENT MADE WITHOUT STUDENT NAME might not get credited to your student. Please **DO NOT MAIL CASH** – It can easily get lost, not received, or stolen. Also, it might become difficult to keep the cash and student information together for credit to be given to the right student.

UNDER NO CIRCUMSTANCES WILL THE BAND DIRECTORS ACCEPT ANY PAYMENTS.

You may pay more than the designated amount in the payment schedule. You may also pay for the trip entirely when the first payment is due. This is just a suggested schedule. It is necessary, however, that the first payment is made on time so that we can reserve the airline seats and hotel rooms.

Refunds will be provided if extenuating circumstances prevail but only up to a certain date. Partial and non-refundable cut off dates will be provided at a later date once we have determined contract requirements. We will work with all families as situations arise.

Trip payment vouchers are provided in your packet for your convenience. It is imperative that people try to adhere to these procedures. Extenuating circumstances will always arise and we will try to deal with these issues as best we can for the best interest of the students and the Band Booster Organization.

Thank you and I look forward to a fun year with our band.

Terri Gibson
Treasurer of the Kingwood Band Boosters 2007-2008