

DeKalb Central Music Association
Scrip Program Agreement for Families of current Students

The DeKalb Central Music Association (DCMA) sponsors a Scrip Program which allows families to purchase Scrip. The intention of this program is to assist families in generating funds to pay music education related expenses. In addition, families may purchase Scrip with the proceeds being donated to the music program or to be made available for cash back. By participating in this program, the families agree to the following;

- 1) DCMA will keep 5% of the proceeds to be used to cover administrative expenses(nondeductible)
- 2) DCMA will retain 15% of the proceeds to be deposited into the account of the program the families' student is involved in (nondeductible). This will be determined by the Scrip staff based on students activity and grade level.
- 3) The remaining 80% will be distributed based on the families choices as indicated below(choose one):

_____80% to be transferred monthly to the music department to cover the expenses of the student/s listed (non deductible). This option is only available to High School students. Please indicate if the student listed is a band or choir student. Funds transferred monthly are non-refundable.

_____80% to be accumulated in a 'Scrip' account to be distributed on the request of the family for expenses, donation, or to be requested as cash back(may be deductible)

By participating in this program, the families acknowledge that they will not hold DCMA responsible for any cards lost or stolen once in their possession. They also agree to reimburse DCMA for any expenses involved in the recovery of checks returned due to insufficient funds. They further agree to the terms and conditions listed on the back of this agreement.

_____ (signature)

_____ (printed name)

Mailing address: _____

Telephone (_____) _____ Alternate Phone (_____) _____

Email address _____

Immediate family members authorized to purchase Scrip through this account and their relationship:

Scrip Program Terms and Conditions

Funds available to receive donations are;

High school band general fund
High school choir general fund
Middle school band general fund
Middle school choir general fund
High school band assistance fund
High school choir assistance fund
DCMA general fun
DCMA Scholarship fund
DCMA truck fund

DCMA Scrip program will generate the proper IRS documentation for deductible contribution to any of the above funds by January 31st for the prior year

Funds are distributed according to the participants' designation each month.

Disbursements are made on or around the 15th of each month based on the prior month's activity.

Any request for disbursement must be made using the proper form no later than the 10th of the month.

Cash back disbursements:

Cash back disbursement requests will only be accepted in January and July
Checks for cash back disbursements may take up to two weeks to be received
Any individual requesting cash back that has an outstanding balance with any music department will have their reimbursement first applied to the outstanding balance and any remaining paid to them.

DCMA Scrip will make statements available each month for the prior month's activity. Anyone with questions concerning the balance of their 'Scrip' account should contact either the Scrip Coordinator or the Scrip Treasurer

Scrip to Go(cash and carry inventory) is available on a first come, first served basis only.

Online orders for physical cards must be placed and paid for no later than 7:30pm on Monday to be received the following Monday.

Policies concerning the Scrip Program are subject to change following a vote of the DCMA Board. Any changes made will be communicated with participants as soon as possible.