

Student Earning Fund Policy

Everything students need to know about using the money they earned through fundraising:

- All profits from direct sale fundraising activities go into an account allocated specifically for the student who raised the funds. That account is called the Earning Fund Account (EFA). Note that the CTPO may host events to raise money for the general CTPO fund which would not increase individual EFA accounts.
- A student's EFA may be used toward theatre and choir related activities such as: TheatreFest, the Choir/Theatre tour, extracurricular choir wardrobe cleaning and alterations, and the Choir and Theatre Banquets.
- For any student attending the Choir/Theatre tour, all available funds will be **automatically** applied to the cost of the trip. This is the **only** occasion where funds will be automatically applied.
- In all other cases (other than the tour), in order to use EFA funds, an **EFA Transfer Form** must be filled out, signed, and submitted to the EFA Chairperson prior to the payment deadline for the event for which funds are being requested.
- Funds cannot be paid directly to a student or parent.
- Efforts will be made by the person in charge of each event to alert students and/or parents when their EFA may be used (communication may be via direct email, a post to the Theatre and/or Choir websites, or on sign-up forms for a particular event). However, it is the responsibility of each student to request the use of their EFA funds. All requests must be made by submitting the EFA Transfer Form to the EFA Chairperson before the payment deadline of the event for which the funds are needed.
- EFA balances will be posted periodically in the choir room, generally before main events for which students can use their EFA, such as the Choir/Theatre tour and banquets.

When a student is near graduation, funds left over in the EFA may be transferred to a sibling who is either a current student or who will be an incoming freshman (the following fall). No funds will be held for other siblings. If no eligible sibling can use the funds, the balance will be transferred to the general CTPO account or used for some other purpose as voted on and approved by the CTPO Board. In order to transfer funds to a sibling, an **EFA Transfer Form** must be filled out and submitted to the EFA Chairperson within 12 months of the graduation date of the student who earned the funds.

If you have any questions please feel free to contact the EFA Chairperson.

2015-2016 EFA Chairperson:

Patricia Dolins

pdolins@gmail.com

847-322-1881