

PSB Student Company

Fundraising Information Packet 2017-2018

Dear Parents and Dancers;

We are so grateful for everyone who stepped up and made our fundraising season so successful last year. Without the help of the parents and dancers it would not have been possible. We will begin this year with about \$7,000 to go towards our fees.

After reviewing last year, I asked us to follow these few guidelines:

- a. All ideas, suggestions, or questions about fundraising should be brought to Miss Amanda. **NOT TO the PSB Faculty.**
- b. All payments, buyouts and for the Student Company fundraising will be done by **check only**, payable to **PSB-Student Company**. **Cash will not be accepted as a form of payment this season.**
- c. All lead parents sending e-mails need to send them to Ms. Amanda **10 days** before you want them sent out. This is to ensure there will be enough time to read them, make changes (if necessary), and send them out. All fundraising e-mails **must be** sent out from the PSB Fundraising e-mail account.
- d. Fundraising decisions are made for the best of the Student Company. Decisions are not personal as we all share the common goal of raising our entry fees.

Please know that we encourage all parents to be involved with the Company. If you are not receiving packets or have questions on fundraising, please e-mail the Student Company Fundraising e-mail, **psb.studentcompany@gmail.com**. We are more than happy to answer any and all of your questions and concerns.

Please know that fundraising only covers group pieces based on what is raised, it **DOES NOT** cover solos, duos, or trios. Please remember that fundraising is something special that we offer at this school and does not happen for other studios around!

We will do our very best to notify you if any changes occur at any point during the fundraising season. Thank you so much for your participation and we look forward to the beginning of our new competition season!

Amanda Walchak, Fundraising Coordinator

psb.studentcompany@gmail.com

Buyout Policy

The Buyout option gives you the ability to decline participation in fundraising, however, by doing this you agree to pay ALL competition fees on time. Those costs are,

\$60.00 per group dance, per competition
\$65.00 per person, per trio, per competition
\$70.00 per person, per duo, per competition
\$115.00 per solo, per competition

This year we highly suggest that if your dancer is only competing in 3 or less competition numbers that you go with the Buyout option. This will reduce stress and time obligations for both yourself and your dancer.

If you decide to Buy-Out, please let Miss Amanda know by checking the appropriate box on your contract, no later than September 8th.

Individuals participating in the Buyout process are to make payments following the payment plan dates, which are as follows. You can either pay all at once by the 1st payment due date, split evenly between the 1st and 2nd payment due dates, or split evenly between all three payment periods.

1st Payment: September 28th

2nd Payment: November 9th

3rd Payment: February 15th

All checks are to be made payable to: PSB-Student Company

*Any student whose Fees are not paid by the due date will not be eligible to compete at the competitions.

*Even though those who choose to Buyout are not required to fundraise, you are still **required** to participate in one working shift and food/water donation for the Nutcracker and Spring Show. These shows are an integral part of our fundraising season and your help is an enormous benefit to the Student Company. This is a part of the requirements for Student Company, which is separate from volunteering backstage during performances.

Please forward any Buyout questions to Miss Amanda via e-mail or through a meeting set up by appointment only.

Payment Plan

For the 2017-2018 season we will collect payment on three dates. By looking at the costs per dance, you will be able to calculate the cost of your season. If you have questions please e-mail Miss Amanda for assistance.

Your entry fees will then be divided into 3 payments, due no later than the following dates:

1st Payment: September 28th

2nd Payment: November 9th

3rd Payment: February 15th

Please remember that these payments are separate from any studio fees, choreography fees, or company costume fees.

Please realize that these fees are based on our fundraising and may change during the season. All fees must be paid on time by check only, payable to **PSB-Student Company**.

Please know that last year's fundraising paid for all of our competition fees. As a result, we did not have to bill out the Student Company and have a remainder to go towards our fees for this year. We are determined to do the same amount of fundraising and fulfill all of our competition fees.

This year; \$100.00 per dancer of the competition fees from the fundraising account will go towards PSB Faculty stipends for competitions, fundraising organization, hotel accommodations, food, and travel expenses. This is not an additional fee, but rather an amount that is taken out of the account at the start of the season.

It is very important that everyone participates in the required number of fundraisers and completes each fundraisers specific requirements. Partial completions of the fundraisers will not fulfill your requirement. Failure to do so will result in dismissal from use of fundraising money to cover your fees and you will be billed out for the remainder of the season.

Important Notes and Changes

-Mandatory Fundraising Meeting. You MUST attend one of the two fundraising meetings in order to participate in Student Company. This includes everyone from new parents to veteran parents. You may select one of the following dates to attend the meeting:

September 16, 2017 @ 1:30pm, located at PSB

-If a dancer is able to sell double the minimum amount needed per fundraiser than it will count as 2 fundraisers towards their end of the year requirement. If a dancer is able to sell triple the minimum amount needed per fundraiser than it will count as 3 fundraisers towards their end of year requirement.

-Reminder: Cash payments will not be accepted this year as a form of payment for the student company. All payments must be paid by check, payable to the PSB-Student Company. **Please put in memo line what payment is for.**

-It is a requirement that a parent or guardian from each company family works one shift at Nutcracker AND Spring Show, in addition to bringing a baked good or bottled water. (*Exceptions to the above clause are made by Ms. Megan Edmonds)

-In order to receive fundraising money you must **complete 5 fundraisers, two being the mandatory calendar raffle and discount cards** fully **AND** have helped during the shows. By not completing the requirements above you will not be allotted fundraising money and will be billed personally.

-Every dancer is responsible for fundraising the amount needed to be sold per fundraiser. Due to the amount of siblings on the PSB Student Company there can no longer be a pro-rated amount for families. This is to ensure that we are raising enough to cover the costs throughout the entire season. There is also the option to do the Buy-Out plan for one student and fundraise for the other(s). That decision will be left to each individual family.

-The balance of competition fees will be billed on an individual basis for our third competition, if we are unable to raise money for our entry fees. This has not occurred in the past 4 fundraising seasons.

-Miss Amanda will be available to discuss fundraising only through meetings made by appointment or via e-mail. It is important to remember that when outside of these times she may be involved with the instruction of your dancers or other elements involving the studio. Thank you for your cooperation!

Student Company Fundraising Contract

We hereby agree to all terms and conditions stated in the packet, as a parent and student for the fundraising requirements of the PSB Student Company. I understand and acknowledge.....

**Attendance at Mandatory Fundraising Meeting on 8/5 or 8/16*

**Participation of one shift at Nutcracker and Spring Show, plus a baked good and/or water.*

**Responsibility of payment for solos, duos, & trios, on time to the PSB Office by check only.*

**Notifying Miss Amanda if participating in the Buyout option by September 8th.*

**Responsibility of Buyout payments to the PSB Office by check.*

**Responsibility of payment for any remaining amount owed on the third competition, based on individual family costs.*

** Completing 5 fundraisers, including two mandatory, fully by the end of the season, in order to receive fundraising money.*

** Partial completion of a fundraiser will not fulfill a requirement and the total amount due per said fundraiser will be billed out to the family.*

By signing this contract you agree that not following through with the statements listed above can lead to dismissal from the use of fundraising money. This agreement places the full responsibility of payment for all competition fees onto the parent and student.

*Fundraising Contracts need to be returned in a hard copy and signed by
August 30, 2016 to Miss Amanda*

Please place an "X" next to the option you are selecting for the 2017-2018 Fundraising Season

_____ Fundraising

_____ Buyout (1 payment 9/28)

_____ Buyout (2 payments 9/28 & 10/9)

_____ Buyout (3 payments 9/28, 10/9 & 2/15)

Student Print _____

Parent Print _____

Parent Signature _____ Date _____

Student Company Fundraiser Calendar 2017/2018

Month	Fundraiser	Lead Parents	Exact Dates	Requirements
Aug./ Sept.	PSB Discount Cards REQUIRED	Janet Ellis	Sell Dates: 8/17-9/14 <i>Order Placed 9/15</i>	Must Sell 10
Sept.	Churchill Mums	Lindsay Lewis, Kristina Randall & Pam Zottos	Sell Dates: 9/1-9/15 <i>Order Placed 9/15</i> <i>Pick Up 9/17 2-4pm</i>	Must Sell 10
Sept.	Yankee Candle	Donna Whitman	Sell Dates: 9/18-10/2 <i>Order Placed 10/3</i>	Must Sell \$120
Sept.	Notify of BUYOUT	Miss Amanda	9/8	N/A
Sept.	1ST PAYMENT	PSB Office	9/28	CHECK ONLY
Oct.	Holiday Wreaths	Janet Ellis & Kristen Cornell	Sell Dates:TBD <i>Order Placed TBD</i>	TBD
Nov.	31 Totes <i>Makes great gifts and packaging for the Holiday</i>	Amber Wyman	Sell Dates: 11/1 - 11/15 <i>Order Placed 11/16</i>	Must sell \$120
Nov.	New Calendar Raffle REQUIRED	Lisa Herrholz & Shannon Barna	Sell Dates: 11/6-11/29 <i>Drawing 12/4</i>	Must sell 12 raffle tickets
Nov.	2nd PAYMENT	PSB Office	11/9	CHECK ONLY
Dec.	Nutcracker	Miss Amanda	Nutcracker Shows	N/A
Jan./Feb.	Sweet Grass	Tammy Vigliotti & Jaime Trudel	Sell Dates: 1/29 - 2/14 <i>Order Placed 2/15</i>	Must sell \$120
Feb.	3rd PAYMENT	PSB Office	2/15	CHECK ONLY
March	Mixed Bags <i>Make great gifts for teachers and moms</i>	Donna Whitman	Sell Dates: March <i>Order Placed TBD</i>	Must sell \$120
June	Spring Show	Miss Amanda	Spring Shows	N/A