

**Nottingham Marching Unit Parents Association
Student Trip Account Acknowledgement**

NMUPA provides several opportunities for students to defray the cost of their Marching Unit trips (ie Disney, Boston, Broadway). The following guidelines govern how the Treasurer manages these accounts, and the parent/guardian responsibilities.

- 1) The Treasurer maintains accurate records of all funds in and out of each student's trip account, and reconciles it to the bank account monthly
- 2) Siblings will be combined into one account unless instructed otherwise by the parent/guardian (note: #5 & #6 pertain to the youngest sibling on the account)
- 3) Balances are available upon request, with full details are available monthly at the general meeting
- 4) Account funds can be used towards only the student's trip payments, and not that of the parent/guardian; funds cannot be used towards souvenirs or other expenses while on the trip
- 5) Any remaining balance will be carried over into next year, unless the Unit member is graduating
- 6) If the Unit member is graduating this year,
 - A. You can continue to earn funds through June 15 (ie Scrips)
 - B. By June 1, you will receive an e-mail from the Treasurer (at your last known e-mail address) indicating your balance and amount eligible for refund (you are only eligible for refund up to the amount paid in cash/check for the current year's trip; if you did not attend the trip, funds are automatically donated to the NMUPA General Fund, and you will not receive an e-mail)
 - C. By June 15, you must respond to the Treasurer with instructions; failure to do so will result in your balance being donated to the NMUPA General Fund
 - i. Provide the name of a sibling who will be new to the Unit in the next school year only (cannot skip a year); their name will be added to the account, or
 - ii. Request a refund by providing the name and address to receive the funds, or
 - iii. Donate your balance to the NMUPA General Fund
 - iv. If you plan to continue to participate in our Scrips program, please designate who will benefit from the proceeds, either the name of a Unit member or the NMUPA General Fund

Any further questions or concerns can be sent to nmupatreasurer@gmail.com

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Unit Member(s) Name _____

Graduation Year (Youngest Member) _____

Parent(s)/Guardian(s) Contact Name _____

Contact E-Mail Address _____

Please return to NMUPA via your director or the NMUPA mail bin in the Main Office