

# ETC EXTRACURRICULAR ACTIVITIES POLICY

Initial Draft – 10/28/19

**Purpose:** To regulate the planning of an event and how the funds/financing for such an event are handled.

In order for events that are outside the planning of ETC Heid's School of Musical Arts, its Directors and/or any of its Board of Trustees as approved as a part of regular operations or the annually approved budget, the following steps must be followed in order for the activity to be recognized as an authorized ETC occasion:

- 1) The event must be presented to the Executive Director and General Manager for initial approval
- 2) The Executive Director and/or General Manager will present it to the Board of Trustees for final approval
- 3) Such presentation must contain the following information:
  - Date of the event
  - Beginning and ending time of event
  - Venue of the event
  - Groups participating in the event (All Americans, Rouge, Main Street or all group attendance
  - Designated chaperones of the event
  - Cost of the event and whom will make the payment
- 4) If the event is NOT funded through a previously budgeted and financed occasion through the General Fund or individual group account, ALL funds MUST be collected by the Bursar of the specific group.
- 5) The Bursar, and ONLY the Bursar, may collect the monies for said event and pay for any arrangements made.
- 6) Until ALL appropriate funds are collected and accounted for by the Bursar for the specific group, a credit card by the organizing individual will be held on file in order to make funding available for the event without ETC holding financial liability.
- 7) Should said event not have the ability to be funded through the proposed method, the event will be cancelled and monies returned to those whom have paid.

Any deviation from this policy will result in the organizers being personally and financially responsible. ETC will have no financial obligation to meet the financial needs of the event.