

Spartan Lyrical Society Procedure

Number: Procedure XX

Version: 00

Title: Need-Based Fee Waivers

Status: Approved, March 2016.

Description: This procedure describes the fee-waiver process for all stakeholders.

Relevant Bylaws: None

Background Information: SLS wants to make funds available for those in need, while keeping the applicants' identities as confidential as possible. There is a need to keep the fee waiver process consistent across all SLS events and activities.

Process Steps:

Assumptions:

- A separate application is required for each SLS event /activity.
- In case of limited funds / too many applications, the decision will be made on first come-first served basis.
- Funds have been set aside for the year in the approved annual budget. Consideration for fee waivers in excess of the budget will require a board vote (no applicant identities will be shared).
- Fee waiver applicant is an SLS member in good standing.

STEP 0) SLS Member experiences financial hardship prior to an SLS event / activity.

STEP 1) SLS Member downloads SLS Fee Waiver Form from SLS Website: spmssings.org.

STEP 2) SLS Member fills out form and any required documentation.

STEP 3) SLS Member drop form off in front office to the attention of Colleen Edelen (Admin Assistant to the Principal). (note: do not drop off in chorus room or the SLS mailbox)

STEP 4) Front office (C. Edelen) performs initial screening for fee waiver consideration. If applicant is found to not qualify, the front office will notify the applicant that the consideration process has ended.

STEP 5) If the applicant is qualified, the front office promptly notifies the president of SLS that there is a qualified applicant and reveals the student's name. (Note: in the case of multiple applicants and limited funds, the fees can be partially waived. The amounts partially waived will be determined based on discussion with the front office- keeping confidentiality.)

STEP 6a) If approved budgeted funds are available, the president notifies the membership chair (or whoever is tracking fee payment) that the student will be receiving a fee waiver.

STEP 6b) If approved budgeted funds are not sufficient, the president notifies the board. The board can determine whether to vote on a funding increase and follow procedures for voting budget changes (either at a board meeting, special meeting, teleconference, or email vote).

STEP 7) The president or designee (e.g. membership chair) notifies the applicant that the fee waiver has been granted (or that a board vote is pending- if the vote does not pass, then the president will notify the applicant.)

STEP 8) The president notifies the treasurer that the approved budgeted funds have been allocated for a specific event/activity for recordkeeping purposes.

STEP 9) The president documents the fee waiver budget usage at the next regular board meeting.

Required Forms: SLS Fee Waiver Application, found on forms page of SLS website: smssings.org.

Amendments: Any board member can draft an amendment to this procedure, to be discussed and voted on by the board at a regular board meeting, according to the bylaws & procedures.