



Charms Policy

Parent/Guardian and Student Information

Parents/Guardians and Students are responsible for keeping their contact information up-to-date through Charms to receive important band communications. Parents/Guardians should confirm the accuracy of all information in Charms at least twice a year, on June 1st and September 1st. This will ensure that the Band Program is able to contact all Parents/Guardians and Students over the Summer and during the Academic year with important information.

To confirm/update information in Charms:

1. Go to the charmsoffice.com and hover on the words “ENTER/LOGIN”.
2. Click on “Parents/Students/Member”.
3. Enter the school code: HoughHSBand.
4. On the next screen, enter your password in the field marked “Student Area” (unless you have previously changed your password, this is your Student’s CMS student ID number).
5. Click on the “Update Information” button.
6. This will take you to your Student’s information page. Please confirm that all information is correct and all fields have been completed.
7. If you have not yet entered information for the Student’s parent or guardian, please click on the “Add New Adult” button and complete all fields. It is important that we have separate records for Students and parents/guardians so that communications go to the correct person.
8. If you have previously entered parent/guardian information, click on the button with your name. This will take you to your information page. Please confirm that all information is correct and all fields have been completed.

Student Accounts

Pursuant to Article XVII of the Amended and Restated Bylaws (the “Bylaws”) of the William A. Hough High School Band Booster Organization, Inc. (the “Organization”):

1. A student account will be established for each band student. The accounts are intended to allow students an opportunity to use part of the proceeds from various fundraisers to help offset the student costs associated with Band Lab Fees and trips organized by the Hough High Band Program (“Band Trips”). The Executive Board has the discretion to allocate a portion of fundraising profit (when funds are available as determined by the Executive Board) to student accounts. “Credit” for fundraising effort may be given only in very limited circumstances with respect to product sales or service activities. In no event shall any money be allocated to student accounts until AFTER all expenses of the have been subtracted. Individuals may not withdraw funds from student accounts, and funds in student accounts may only be used for the purposes set forth in the Bylaws.
2. Any funds in a student account at the end of the Organization’s fiscal year shall automatically be applied toward such student’s Band Lab Fee for the immediately succeeding fiscal year.
3. A student’s Band Lab Fee must be fulfilled before they are eligible to participate in a Band Trip.
4. At the time of the Band Trip, student accounts may be used to cover the “per student cost” for the Band Trip.
5. In cases where the student’s account does not contain sufficient funds to cover the “per student cost of a Band Trip,” the student will be required to make up any shortage in the cost prior to participating in the Band Trip.

6. In cases where the student's account contains funds more than the "per student cost," the excess funds may be used to defer the cost of the student's parents and/or siblings acting as chaperones on the Band Trip.
7. Should a rising senior not be scheduled for a Band Trip during the senior year, the funds in such senior's student account may, with the approval of the Director of Bands, be utilized to pay for an off-campus approved band camp tuition between the student's junior and senior year.
8. Any funds left in the student account upon a student's graduation or withdrawal from the Hough High Band Program may, with the approval of the Director of Bands, be transferred to a younger sibling's student account (if any) or will immediately revert to the Organization's general fund unless such funds are otherwise subject to Section 9 of Article XVII of the Bylaws.
9. Any funds remaining in an account upon the student's transfer to another school that utilizes student accounts to pay for band fees and trips may, with the approval of the Director of Bands, be transferred to that school upon the student's request.

Commencing July 1, 2017, Students can earn Charms Credits from the following fundraisers (collectively, the "Participating Fundraisers"):

- SNAP-Raise
- Attraction Books sales
- Fruit Sales
- ButterBraid Sales
- Sponsorship Sales

Because Students are paid directly by Custom Fundraising Solutions for referrals resulting in the sale of a mattress, the Mattress Sale Fundraiser is not a Participating Fundraiser.

Charms credits equal to 60% of the amount of net proceeds raised by a Student will be credited to the Student Account of such Student after the Fruit and ButterBraid sales end (this typically occurs in the first week of November).

Students may request that Charms credits earned in any fiscal year (July 1st to June 30th of the following year) may be applied to reduce the amount of the final installment of the lab fees for that fiscal year. Any remaining Charms credits will be carried forward to the next fiscal year and may be used to offset lab fees and band trip expenses in in that or any future fiscal year.

To check financial balances in Charms, including Charms credit balances in your Student Account:

1. Go to the charmsoffice.com and hover on the words "ENTER/LOGIN".
2. Click on "Parents/Students/Member".
3. Enter the school code: HoughHSBand.
4. On the next screen, enter your password in the field marked "Student Area" (unless you have previously changed your password, this is your Student's CMS student ID number).
5. Click on the "Finances" button and you will see your band lab fee, any payments made, and an ending balance.
6. To get Charms Credits in a Student Account applied to offset Lab Fee or Band Trip payments, please submit a Request to use Charms Credits (see attached). A copy of this form can be downloaded from the "Charms" page on the band's website (houghhsband.org).

Hough High School Band Members

Request to use Charms Credits

Date: _____ Amount Requested: _____

Student Name: _____

Purpose of Request:

- To offset outstanding Lab Fees**
- To offset outstanding Band Trip Expenses**

The undersigned is the parent/guardian of the above-named Student. I confirm that this requested use of Charms Credits complies with the Charms Policy.

Signature: _____

Printed Name: _____