

## **Operating Guidelines for Student Accounts at GWMS**

1. Student accounts are set up for each student who is enrolled at GWMS for the duration of their attendance.
2. The purpose is to provide financial assistance to ensure all students have the opportunity to participate in applicable programs. (ie. Band program --instrument rentals, hockey academy, GWMS logo sports wear, choir, camps, school field trips and associated expenses)
3. The profit from each fundraiser is divided up – 70% to the Student Accounts and 30% goes to the Parent Council.
4. Student Account records are maintained by Parent Council Treasurer and are updated after each fundraiser. A statement of the Student Account balance is sent home with each student in January. Upon written request (email), a current balance can be obtained from the Treasurer.
5. At the end of the school year, for those students leaving GWMS any monies remaining in their Student Account will be transferred to a sibling presently at GWMS or entering the school the following school year. In the event that there is no sibling, the money rolls over to the general Parent Council Account to support activities of the general student body.
6. In order to receive funding from a Student Account, a written request (email) from a parent/guardian or teacher on behalf of the parent/guardian must be received by the Parent Council. Each request will be considered individually by the Parent Executive Council and will be issued and applied accordingly.
7. All cheques issued will be written to the GWMS.