



Administration of the Scott Stone Fund

Section 1. Purpose

The purpose of this policy is to provide historical background to the Scott Stone Fund and establish the rules for administration of such fund.

Scott Stone, who passed away in 2017, was the father of two marching band members. At the request of his family, a fund was established to provide financial assistance toward the cost of participation in the marching band to those individuals who would not otherwise be able to participate due to financial reasons. The fund may also be used to provide token signs of consolation (e.g. flowers, cards) over the loss of a marching band member, administrator, or family member thereof.

The Scott Stone Fund will be limited in use to the following reasons:

- a) To provide financial support toward the cost of participation in the marching band to any member with an established financial need. Some examples of acceptable uses would be the purchase of a member's drill masters or Underarmour, assistance with user fees, and paying costs for a marching band events or trips.
- b) Providing token signs of consolation over the loss of a marching band member, administrator, or family member. Some examples of acceptable uses would be providing flowers, purchasing of a consolation card, or providing a small donation in lieu of flowers.

Section 2. Funding

- a) Funding for the Scott Stone Fund shall be included in the organization's annual budget based on the anticipated needs of the marching band members and organization's available funds.
- b) Once funding is allocated through approval of the annual budget, the funds may not be moved to finance another line item unless there is proof that the amount was allocated in error or will pose an extreme hardship to the organization. In such a case, funds may be reallocated based on a three-quarter vote of the membership present at the meeting in which the vote takes place.
- c) Funding not used during one fiscal year will remain in the fund and roll-over into the next fiscal year for the purpose of growing the fund to support years of greater anticipated need (such as years when the band has planned a trip).
- d) Funds may be directed specifically to the Scott Stone Fund through targeted fundraising and/or donations directed specifically to the fund. However, in order to maintain the organization's 501(c)3 status, funds may not be collected and/or earmarked through the Scott Stone Fund for a specified individual.

Section 3. Administration

- a) The president of the organization, or his or her designee on the executive board, shall have sole rights to approve dispensing funds in accordance with the stated purposes of the Scott Stone fund.
- b) Funds dispensed for the purpose of providing tokens of consolation will be supported by a Reimbursement Request Form and may be discussed during meetings of the general membership.
- c) Due its sensitive nature, funds dispensed for the purpose of providing assistance to those in need will be:
 - i) Discussed only during executive session of executive board meetings. Executive session minutes, if applicable, will not contain any identifying information of the person receiving aid.
 - ii) Supported by a Reimbursement Request Form submitted without identifying information of the person receiving aid.
 - iii) Whenever possible, made directly to the organization seeking payment. For example, assistance with user fees would be made by a booster group check written directly to the Department of Athletics.
 - iv) Typically initiated through a request from the Marching Band Director, though requests received directly through the organization's president may also be accepted. Requests from the Marching Band Director need not specify the individual requiring assistance so long as the Director has deemed that individual to be in need and so long as the organization has deemed the expense to be necessary for participation in the full experience of the marching band.

Section 4. Dissolution

- a) The Fund may be dissolved upon a three-quarter vote of the membership present during the meeting at which the vote is entertained.
- b) Upon dissolution of the Fund, the balance of assets remaining after payment, or provision for payment, of all debts and liabilities of this Fund, shall be rolled into the organization's general account.
- c) Assets in the Fund shall be treated as general assets upon dissolution of the organization and shall be dispensed in accordance with the bylaws and laws governing dissolution of a 501(c)3 organization.