



## NAZARETH AREA BLUE EAGLE BAND PARENTS (NABEBP)

### A Note from Your Treasurer

You will see the letters "NABEBP" appearing in your checkbook a good many times over the next several months. Most checks will be for fundraisers that are held to help defer your child's costs for his or her spring trip. In addition, you will need to write checks for gloves, shoes, pre-ticket sales, etc. So we need to have a few guidelines for EVERYONE to follow.

1. Checks or money orders only. This is the rule for every amount from \$.01 and up; whether it is a fundraiser or not. Make your checks payable to NABEBP. Please **DO NOT STAPLE** your check to paperwork.
2. Do not submit checks to the Treasurer that are made out in another person's name. They will be returned to you. We will only accept checks that are made out to NABEBP. This is per bank instructions.
3. For any of the fundraisers, please make EVERY effort to submit only (1) check made payable to NABEBP. Have family, friends and co-workers make payments directly to you.
4. **Checks for fundraiser products need to be given to the fundraiser chairperson at the time the items are picked up.** Checks will be held by the Treasurer for seven (7) business days to give you time to collect from your customers and deposit the money into your bank account.
5. All checks or money orders being sent to Mr. Hilborn are to be in an envelope with the following information written on the outside:
  - a. The purpose of the payment (examples: spring trip payment, sandwich sales, shoes, gloves, etc.)
  - b. Please put your band member's name in the lower right corner.
6. All payments are to be handed to a fundraiser chairperson, put in the incoming mailbox located in band room or handed to Mr. Hilborn who will make sure that the payment is sent to the appropriate person.
7. If a check is returned for insufficient funds, you will be responsible for ALL bank fees. If you have two checks returned for insufficient funds, ALL future payments will need to be given with a money order.
8. **NO CASH!!** This is for your protection! If cash is lost, you will be responsible for making the payment a second time.
9. NO reimbursements will be given without original receipts. Reimbursements will be made by check; cash will not be dispersed.

Thank you for your cooperation.

*Tim McNair*

NABEBP Treasurer  
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