

5 dp

**From:** Susan Pulis  
**To:** Susan McBride  
**Date:** 10/14/2004 8:49:19 AM  
**Subject:** Extracurricular Fee

Susan,  
Do you know if middle school cheerleaders are charged the extracurricular fee? Lisa S told me that she does not enter them and does not think they are charged. Would there be anyone else entering them?  
Thanks,  
Susan

b-dp

**From:** Susan Pulis  
**To:** Judy Ervin; Lisa Schlimgen  
**Date:** 10/12/2004 1:12:25 PM  
**Subject:** Extra Curricular Fee

Ladies,

I need to get a list of all of the specific activities/sports for which we are charging the extra-curricular fee to students. Please reply with a list that separately lists middle schools and high school and identifies each sport (Lisa) or activity (band, hyline, cheerleading, etc.) I will include these specifically in the guidelines I am drafting since there has been a lot of question about which specific activities require payment of the fee. Include on your list only those activities that you input to the database. If you have any questions, please give me a call.

Thanks for your help,  
Susan

7 dp

**From:** Susan Pulis  
**To:** Al Bennett; Cory Duty; Kristin High; Oscar Zepeda; Shannon Harty; Susan McBride  
**Date:** 10/6/2004 5:15:07 PM  
**Subject:** Extracurricular Activity Fee Meeting & Update

Hello Everyone,

Thank you for your participation in our meeting on September 24th. I think we arrived at a good solution and I appreciate your time and help when everyone is so busy.

I shared our discussion and conclusions with Dr. Wellman and the Cabinet. Dr. Wellman asked that we make one adjustment to our plan. Rather than not allowing students to participate during the middle of a season if payment is not made, we will allow them to continue with that activity but will not allow them to enroll in future activities until the balance is paid.

A draft of our agreed process and guidelines is attached. Please review carefully and let me know if anything needs to be added or changed. A draft waiver form is also attached for your comments and suggestions. If you have suggestions or changes, please notify me by Tuesday, October 12th.

We will meet again in November to discuss a plan to better communicate the fee - how much is the fee, who has to pay, how can you pay, which activities are included, what happens to the money, etc.

Please let me know if you have any questions, concerns, or comments, before we publish these guidelines. And thanks again for all of your help!

Susan

**CC:** Alan Veach; Cabinet; Karl Waggoner; Kim Bulta

**EANES INDEPENDENT SCHOOL DISTRICT  
EXTRACURRICULAR ACTIVITY FEE COLLECTION PROCESS  
September 24, 2004  
11:00 – 12:00**

Meeting participants: Susan Pulis, Shannon Harty, Kerry Taylor, Al Bennett, Oscar Zepeda, Susan McBride

**Proposed Process for Collection of Extracurricular Activity Fees:**

- 1) Extracurricular activity fees of \$250 per student per year are charged for participation in the following activities at the middle and high school levels: Athletics, Band, Hyline, and Cheerleading.
- 2) Student participants are entered to a database by Athletics (Lisa) and WHS (Judy).
- 3) Invoices to parents are generated and mailed by Business Services (Susan M).
- 4) Parents may pay by check, cash or credit card and may mail the payment, pay in person, or pay by phone with a credit card.
- 5) Payment plans will be arranged for those who request it through Business Services (Susan M).
- 6) Payments are deposited and the database is updated by Business Services. (Susan M)
- 7) Fees for students eligible for free or reduced price lunch will be waived prior to sending out a second billing or upon request from the parent and verification of eligibility by Business Services. (Susan M)
- 8) Financial Hardship Waiver Forms are available from the campus principal, sponsor or coordinator. Parents must complete the form and submit to the campus principal, sponsor or coordinator for consideration of a waiver. The campus principal will approve waivers on a limited case-by-case basis based on financial hardship in accordance with local board policy FP. Approved waiver forms should be sent to Business Services for processing. Waivers that are denied should be communicated to the parent by the principal, coordinator or sponsor with assistance offered in the form of a payment plan.
- 9) An updated list of unpaid amounts is printed and provided by Business Services to Athletics, Band, Hyline, and Cheerleading coordinators or sponsors and campus principals periodically during the semester.
- 10) When payment is not made, the student will be allowed to complete the season or semester of activity in which they are currently participating, but will not be allowed to enroll or participate in the next season or semester until the outstanding amount is paid. If the activity is an elective class, the student will continue to participate in the class, but not during activity after regular school hours.
- 11) A list of high school seniors with outstanding balances will be sent to the high school in March for collection prior to graduation.

9 dp



## FINANCIAL HARDSHIP WAIVER REQUEST Student Participation Fee

- Hardship waivers may be requested for reasons of financial hardship related to illness, unemployment, income level or related situations and evidence of inability to pay may be required.
- Waivers will be granted for all students eligible for free and reduced lunches.
- Waivers are authorized only after review and approval of the campus principal.
- Approved waivers are valid for one school year only.

Parent's Name(s) \_\_\_\_\_ Student's Name \_\_\_\_\_

Campus \_\_\_\_\_ Activity \_\_\_\_\_

Please list other students in the family:

| Name  | Campus | Activity |
|-------|--------|----------|
| _____ | _____  | _____    |
| _____ | _____  | _____    |
| _____ | _____  | _____    |
| _____ | _____  | _____    |
| _____ | _____  | _____    |

Please state your reason(s) for a hardship waiver request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that when approved, this waiver request is valid for the current school year only.

Parent/Guardian  
Signature \_\_\_\_\_ Date \_\_\_\_\_

=====

For School Use Only

Approved by: \_\_\_\_\_ (Principal) Date \_\_\_\_\_

Received by Business Office on \_\_\_\_\_ by \_\_\_\_\_.



# FINANCIAL HARDSHIP WAIVER REQUEST

## Student Participation Fee

- Hardship waivers may be requested for reasons of financial hardship related to illness, unemployment, income level or related situations and evidence of inability to pay may be required.
- Waivers will be granted for all students eligible for free and reduced lunches.
- Waivers are authorized only after review and approval of the campus principal.
- Approved waivers are valid for one school year only.

Parent's Name(s) \_\_\_\_\_ Student's Name \_\_\_\_\_  
 Campus \_\_\_\_\_ Activity \_\_\_\_\_

Please list other students in the family:

| Name  | Campus | Activity |
|-------|--------|----------|
| _____ | _____  | _____    |
| _____ | _____  | _____    |
| _____ | _____  | _____    |
| _____ | _____  | _____    |
| _____ | _____  | _____    |
| _____ | _____  | _____    |

Please state your reason(s) for a hardship waiver request:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I understand that when approved, this waiver request is valid for the current school year only.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

=====  
For School Use Only

Approved by: \_\_\_\_\_ (Principal) Date \_\_\_\_\_

Received by Business Office on \_\_\_\_\_ by \_\_\_\_\_.

11 dp

EAGLES INDEPENDENT SCHOOL DISTRICT  
STUDENT PARTICIPATION FEE COLLECTION PROCESS DISCUSSION  
September 24, 2004  
11:00 – 12:00

Meeting participants: Susan Pulis, Shannon Harty, Kerry Taylor, Al Bennett, Oscar Zepeda, Susan McBride

AGENDA - DRAFT

Review Current Process and Practice

- 1) Student participants are entered to database by Athletics (Lisa) and WHS (Judy)
- 2) Invoices to parents are generated and mailed by Business Services (Susan M)
- 3) Students who receive free or reduced-priced lunch are adjusted in the database by Business Services (Susan M) when the parent calls (all free & reduced applications are not received before the fall billing)
- 4) Parents may pay by check, cash or credit card and may mail the payment, pay in person, or pay by phone with credit card
- 5) Payments are deposited and the database is updated by Business Services (Susan M)
- 6) An updated list is printed and provided to Athletics, Band, Hyline, and Cheerleading coordinators or sponsors and campus principals
- 7) Athletic coordinators followed up with phone calls before Christmas. Anyone who had not paid and participated in another sport after January was not allowed to play until paid

Questions/issues to Address

- 1) How are free & reduced prices lunch students identified for scholarship and who identifies them? Is this working OK?
- 2) What steps do we take when a student's fee has not been paid?
- 3) How to we determine which students need assistance in the form of a scholarship from one of the booster clubs and how is that handled?
- 4) Should we require payroll deduction for all employees?
- 5) Do we require foreign exchange students to pay? Waiver by request.

EANES INDEPENDENT SCHOOL DISTRICT  
STUDENT PARTICIPATION FEE COLLECTION PROCESS DISCUSSION  
September 24, 2004  
11:00 – 12:00

- 6) How can we improve communication about the fee to parents before they receive a billing? (for next semester)
- 7) Are there any concessions made to families with more than one child involved in a program on campus?
- 8) Where exactly does this money go? It would be helpful to be able to tell them that this money covers busses, uniforms, etc.
- 9) Are there monthly payment options? I think some of my parents have paid on a monthly basis in the past, but I don't think this option has been publicized.
- 10) Other than free and reduced lunches, is there any other scholarship plan available to help families that do not qualify for that program, and yet the \$250 fee is more than they can pay?
- 11)

Agreement on Changes and Written Guidelines/Action Plans

Need to identify consequence for non-payment on the statement so coaches and sponsors are not collecting, but are enforcing the consequence

October bills should include a statement that if total balance is not paid by a particular date, ....

If you have difficulty making this payment

Payment plans are available for those who need it.

Kerry – check on Dallas area law suit re use of booster club funds raised by students

Waiver request form to Business Office – sponsor or principal signs off.

Is there an issue with the principals/sponsors making a judgement about the need for a waiver of the fee?

Need to look at fee for Middle School - collection issue – board policy consideration

Do trainers and managers pay? Why not debate?

13 dp

EANE'S INDEPENDENT SCHOOL DISTRICT  
STUDENT PARTICIPATION FEE COLLECTION PROCESS DISCUSSION  
September 24, 2004  
11:00 – 12:00

Waive fees for employee's children?

15 days to pay after second notice – he will no longer be able to participate

14 dp

EANE'S INDEPENDENT SCHOOL DISTRICT  
EXTRACURRICULAR ACTIVITY FEE COLLECTION PROCESS  
September 24, 2004  
11:00 – 12:00

Meeting participants: Susan Pulis, Shannon Harty, Kerry Taylor, Al Bennett, Oscar Zepeda, Susan McBride

Proposed Process for Collection of Extracurricular Activity Fees:

- 1) Extracurricular activity fees of \$250 per student per year are charged for participation in the following activities at the middle and high school levels: Athletics, Band, Hyline, and Cheerleading.
- 2) Student participants are entered to a database by Athletics (Lisa) and WHS (Judy).
- 3) Invoices to parents are generated and mailed by Business Services (Susan M).
- 4) Parents may pay by check, cash or credit card and may mail the payment, pay in person, or pay by phone with a credit card.
- 5) Payment plans will be arranged for those who request it through Business Services (Susan M).
- 6) Payments are deposited and the database is updated by Business Services. (Susan M)
- 7) Fees for students eligible for free or reduced price lunch will be waived prior to sending out a second billing or upon request from the parent and verification of eligibility by Business Services. (Susan M)
- 8) Financial Hardship Waiver Forms are available from the campus principal, sponsor or coordinator. Parents must complete the form and submit to the campus principal, sponsor or coordinator for consideration of a waiver. The campus principal will approve waivers on a limited case-by-case basis based on financial hardship in accordance with local board policy FP. Approved waiver forms should be sent to Business Services for processing. Waivers that are denied should be communicated to the parent by the principal, coordinator or sponsor with assistance offered in the form of a payment plan.
- 9) An updated list of unpaid amounts is printed and provided by Business Services to Athletics, Band, Hyline, and Cheerleading coordinators or sponsors and campus principals periodically during the semester.
- 10) When payment is not made, the student will be allowed to complete the season or semester of activity in which they are currently participating, but will not be allowed to enroll or participate in the next season or semester until the outstanding amount is paid. If the activity is an elective class, the student will continue to participate in the class, but not during activity after regular school hours.
- 11) A list of high school seniors with outstanding balances will be sent to the high school in March for collection prior to graduation.