SOLO/ENSEMBLE ACTIVITIES

1. Fine Arts has determined that fees are collected as follows:

Per Student Solo Fee $5.00

Per Student Ensemble Fee $3.00

1. The campus director collects fees from the students; these fees are recorded on a Collection Log and the Fine Arts "Electronic" Entry Form

2. The collection log and funds are submitted to the campus financial clerk when the aggregate amount collected exceeds $25.00 or a minimum of once a week. Collections are recorded in the campus Fine Arts account.

3. The campus director provides a copy of the list of participating students to the campus financial clerk. The campus financial clerk verifies the accuracy of the list and total collected. The campus financial clerk processes the check for the campus director. The check is given to the campus director.

4. The campus director submits the list of participating students and the campus check to the Fine Arts Department on or before the ENTRY DEADLINES illustrated above.

5. The Fine Arts Department will provide the appropriate Level Associate Superintendent a list of campus directors who did not comply with #6 above.