

## #7.6

### MUSIC CAMPS AND CONFERENCES

**PURPOSE:** It shall be the role of the Music Committee to encourage the attendance of as many Chapel related individuals as possible, at local, regional and national music camps and conferences. This Policy addresses the use of music budget funds for this purpose.

**APPLICATION:** Any person – member, affiliate or participating friend of Chapel – who participates in the music programs at Chapel is included in this Policy.

**PROVISIONS:** At the time of preparing a proposed Music Budget for submission to the Session, the Music Committee shall consider available funds and their current priorities for the new fiscal year. This will determine a line item amount to be available for use by registrants at music camps and conferences for the following fiscal year. That amount shall be divided as equitably as possible among the number of people wishing to attend. The Music Committee may designate portions of total funding for specific camps and conferences at their discretion. They shall use (but are not limited to) the following:

1. Individuals/families/groups shall always be asked to contribute to the total expense, at least in part, to encourage ownership of the event.
2. When more than one family member is participating, a “family discount” will be made available by the Music Committee. Application for that discount should be made in writing to the Music Committee with as much advance notice as possible. The amount of the discount shall be determined individually for each event. Consideration shall be given first to the amount of funds available for the event and the number of people attending. In all cases the Music Committee shall be as equitable as possible. However, they may not be able to grant the same amount from event to event.
3. Whenever possible and practical, registration fees will be paid by Chapel and housing/meal costs will be paid by the individual. When separation of registration fees and other expenses is impractical, case by case decisions shall be made solely by the Music Committee keeping in mind, the need to encourage ownership of the event.
4. When chaperones are required, the Chapel shall attempt to pay the chaperone’s entire expense to the extent existing funds will allow.
5. Contribution to transportation expenses when a Chapel vehicle is used will be determined on a case by case basis by the Music Committee, in consultation with the Finance & Stewardship Committee. In general, Chapel covers the expenses of short trips while individuals using the vehicle are asked to contribute to expenses on longer trips.
6. These Guidelines shall be followed in coordination with Guidelines for all camps and conferences as stated by the Discipleship & Fellowship Committee. See Policy & Procedure #6.1 (Camps and Conferences).

7. Staff should always attempt to prevent conflicts in scheduling camps and conferences sponsored by various committees.

RESPONSIBILITY: It shall be the sole responsibility of the Music Committee to determine the use of music budget funds for camp and conference events.