



**NORTH ALLEGHENY SCHOOL DISTRICT**

Office of K-12 Education  
200 Hillvue Lane  
Pittsburgh, PA 15237-5391

412-369-5896

Dear Parents/Guardians,

**This letter explains your child's participation in a non-athletic activity that requires a fee.** Please return the attached form and payment response (i.e., check, money order, online payment receipt, or economic hardship letter) **within one week of the date you received it.** If you have multiple children, please submit multiple envelopes with the required information. *If you have questions about this process, please contact the Building Secretary in the school in which your child receives his or her regular academic program.* **Participants will not be eligible to participate until this requirement is met.**

The North Allegheny School District believes that a broad range of curricular, co-curricular, and extra-curricular programs help contribute to the development of children. However, the implementation of strategies - such as a participation fee for extra-curricular activities - is necessary to offset costs and help continue the depth and breadth of programs. The logic underlying a participation fee is that the costs for these programs are partially absorbed by the students and families receiving those direct services.

While the District accepts payment via check or money order, we are actively encouraging payment through PayForIt.net. This is the same system used for cafeteria purchases, but it is organized through a **participation fee link**. It is available via a link from the North Allegheny School District website at [www.northallegheny.org](http://www.northallegheny.org). *Parents should enclose a hard copy of the transaction receipt in the payment envelope.* **Please be careful that you do not use the cafeteria link.** Similar to the existing cafeteria procedure, separate checks and/or payments are requested from parents with multiple children. The attached Participation Fee Payment Form must be completed and returned with your payment. **Payments will be processed at the building where your child receives their regular academic program.**

Following is the fee structure for:

- **Marching Band** - \$50 per year per Marching Band participant with a family cap of \$150.
- **Other** - \$25 per activity per participant with a student and/or family cap of \$75 (e.g., intramurals, select ensembles, and select competition groups).

As a general principle, an external and/or uncontrolled event that prevents participation for the majority of the season is the only rationale for a refund. Examples of acceptable reasons include a severe illness, severe injury, and/or unexpected family situation that make further participation impossible. Examples of unacceptable reasons include quitting, irregular attendance, ineligibility for any reason (i.e., grades, attendance, and discipline). In this situation, please contact the Building that received the original payment. These requests will then be shared with the appropriate administrator for consideration.

Additional details are included on the attached form. **This form must be submitted in an envelope with the form of payment within one week of receiving the letter.** Thank you for your support in this initiative.

# North Allegheny School District

## Non-Athletic Participation Fee Payment Form

Student (Print): \_\_\_\_\_

Student ID: \_\_\_\_\_

Parent/Guardian (Print): \_\_\_\_\_

Activity: \_\_\_\_\_

Home Phone Number\*: \_\_\_\_\_

Building: \_\_\_\_\_

*\*Please use the same phone number for all children in a family that may be involved in an activity.*

Separate checks or methods of payment are required for each child in a family. **This form and your payment should be returned to your child's Building Main Office within one week of receiving the letter.**

- **Online Payment** - If an online payment is made, parents should enclose a hard copy of the transaction receipt in the payment envelope. *Please make sure you **use the participation fees link** and do not use the cafeteria link.* Visit the North Allegheny School District website at [www.northallegheny.org](http://www.northallegheny.org) for more information about PayForIt.net.
- **Check** – Made payable to the “*NASD/School Initials*” with the Student ID in the Memo line. **For example, you would write “NASD/CMS” if the child attends Carson Middle School.**
- **Money Order** – Made payable to the “*NASD/School Initials*” (e.g., NASD/CMS).
- **Other** – If a financial hardship exists, please provide a brief written explanation of the circumstances and include it in the payment envelope. The participation fee will be waived in these circumstances.

### The Cap Concept

The student and/or family cap concept is based on the idea that a household would be limited in the total amount of expenditure. Therefore, the maximum amount that any family could pay is \$450 which is the sum of the family caps in each category (i.e., \$225 (Athletics, through athletic website) + \$150 (Marching Band) + \$75 (Other) = \$450). **Please monitor your family expenditures relative to the cap concept and/or contact the Building Secretary to verify the amounts previously paid.**

If you have reached the cap in any of the categories and payment is not required, please list those activities in this space and return the form:

Activity	Student #1 Name and Building	Student #2 Name and Building	Student #3 Name and Building	Cap
Marching Band @ \$50				\$150
Other @ \$25				\$75

**If you have any questions about this process, please contact the Building Secretary in the school in which your child receives his or her regular academic program.** Thank you again for your cooperation and support in this initiative.