

The EMUPAC NSF Cheque Policy

The EMUPAC NSF Cheque Policy will be in effect January 2008. This policy covers all programs run and supported by the EMUPAC, Standing Committees and Sub-Committees including but not limited to the following: Friday Lunch Program, Fundraising Programs and the User Pay Lunch Supervision Program. The “Committee” refers to the EMUPAC and all Committees in connection with the EMUPAC. The “Program” refers to all programs run or supported by the EMUPAC. The “family” refers to the issuer or other signing authority of the NSF cheque as well as the participants in the Program.

Service Fees:

There will be a \$20.00 service charge for each NSF cheque. The repayment for the NSF cheque must be in a separate envelope addressed to the Treasurer’s attention.

Due Dates of NSF Payments:

Friday Lunch Program: payment is to be received by the Treasurer before the next scheduled Friday Lunch Day.

Fundraising Programs, the User Pay Lunch Supervision Program and all other programs: payment is to be received by the Treasurer on or before the 5th school day upon notification of the family.

Instruction:

- 1) Initial communication will be between the Treasurer and the family. The Treasurer will contact the family requesting full payment of the NSF cheque plus all applicable service fees on the date specified. If a message was left by the Treasurer, the family will immediately contact the Treasurer directly at the phone number requested. If contact is not made, the Treasurer will contact the Chair of the Program and this may result in a suspension from the Program.
- 2) School Administration will be informed of the details (including the family name), amounts and due dates of all NSF payment requirements. Once the payment is received, School Administration will contact the Treasurer and forward the payment accordingly.
- 3) If full payment has not been received by the Treasurer on the date specified, the Treasurer will then contact the Chair of the Program and this may result in a suspension of the family from the Program until full payment is received by the Treasurer.
- 4) If full payment is not made the Treasurer will inform the Committee and the Principal and may forward the account to a collection agency.
- 5) The Committee reserved the right to certify all cheques.
- 6) If a second NSF cheque has been issued by the family, all payments for all Programs for the remainder of the school year will be required by cash or money-order. This information (excluding the family name) will be brought to the attention of all Committee Members at the EMUPAC’s monthly meeting and a decision may be made regarding the possible suspension from the Program or all Programs run or supported by the EMUPAC for the remainder of the school year.
- 7) A detailed record will be kept by the Treasurer and all NSF details (excluding the family name) will be brought to the attention of the Committee Members at the EMUPAC monthly meeting.

- 8) The details of the NSF cheques (excluding the family name) may or may not be printed in the school or EMUPAC Newsletters.