Music Board: Instruction Sheet

Congratulations on becoming a part of Music Board. As it might have been explained to you already, you represent the ensembles of the Music Department and their members. This of course means that you will be acting as a Student Representative for specific ensembles assigned to you.

What does this all mean?

Simply put, this makes you an individual that assists the ensemble director with Instructionally Related Activities (IRA) funded events. To be more specific, you as a Student Representative, assist with the paperwork involved when an ensemble has an IRA funded event. This does not mean that you as an individual assist in the direct planning or running of the event. Rather you are to be there as a guidance tool to answer any questions relating to paperwork that might arise when planning the event (e.g. getting the necessary forms for students to travel on an IRA funded tour).

Aside from your other duties discussed in your first Music Board meeting, this sheet is to help guide you on your other duties as a Music Board member.

The following is what expected from a Music Board Student Representative (MBSR):

- **MBSRs** assist with any and all IRA related documents that will be needed for an IRA funded event.
- **MBSRs** keep personal records of assigned ensemble funds.
- **MBSRs** are expected to communicate with assigned ensemble directors once assigned and keep communication ongoing throughout the academic year (periodically).
- **MBSRs** are expected to have an understanding of all the forms necessary to complete an IRA packet to submit to ASI Business Services.

Most of those topics might have been discussed in your first Music Board meeting. However this document is designed mainly for the topic of paperwork needed for an IRA funded event.

**MBSRs assist with any and all IRA related documents that will be needed for an IRA funded event.**

This applies for knowing what documents are needed for the particular IRA funded event. There will always be a possibility that some faculty will not know what documents are needed. Hopefully they will utilize the Music Board website to assist them in knowing the documents. However this does mean that you do need to know what each event’s documents are incase an instructor is still unsure.

**MBSRs keep personal records of assigned ensemble funds.**
This is critical. Even though it is the instructor’s obligation to keep track of their spending it is highly recommended to also keep track to avoid going over their assigned allocation.

MBSRs are expected to communicate with assigned ensemble directors once assigned and keep communication ongoing throughout the academic year (periodically).

Please be in contact with your assigned ensemble director. You do not need to speak with them daily, rather occasionally to be aware if any documents are needed or if there might be any issues or concerns.

MBSRs are expected to have an understanding of all the forms necessary to complete an IRA packet to submit to ASI Business Services.

You must have an understanding of each form. Most of the forms have been used frequently but there are times where the instructors have not used a particular form in a while. Understanding the forms is necessary.

It is mandatory that you visit the Music Board Website and read the section labeled “Documents, Information, & Instructions”.

This document will not go over any of the documents mentioned in that section of the website. Those documents are to always be filled out by the instructor and signed by appropriate individuals from Music Board. The only document that will be explained is the Disbursement Request Form that can be downloaded from the website.

IT IS STRONGLY SUGGESTED TO USE BLUE INK WHEN FILLING OUT ANY DOCUMENTS THAT IS FOR AN IRA FUNDED EVENT.

It is also encourage completing this documents after all of the other documents from the instructor have been submitted to you.

Disbursement Request Form Instructions

1. Download the form from the Music Board website ONLY. This form will already have necessary elements information inputted for you. You may fill out the form from the excel spreadsheet. NOTE: if you are not comfortable with Microsoft Excel or other data entry programs then print out the sheet. Make sure the ACTIVE SHEETS button is selected and the SCALING button is also selected otherwise the document will not print correctly.

2. Using the documents provided from the instructor, fill in the Name, Address, City, State, Zip.

3. Check the Mailed box. Most always the check will be mailed, unless stated otherwise.

4. Fill in the Purpose / Justification of Expense / Event Information. Please be detailed about this section. Simply putting “Master Class” is not sufficient information for ASI. Rather something like “For the Piano Master Class given by John Doe on April 15th 2015” is more acceptable.
5. Check NO on the Travel portion located right under the Purpose. We do not cover travel.

6. Fill out the ORIGINAL DOCUMENTATION AND DESCRIPTION OF EXPENDITURE REQUIRED section with the appropriate information, detailed as possible (e.g. Payment for the Piano Master Class given by John Doe”). Fill out the Amount and appropriate Budget Line (if you are unsure of the Budget Line item number then ask your treasurer for that information).

7. Make sure to complete the Total! Compile the total amount from all the given amounts. If you are using excel this will automatically be calculated for you.

8. Check off the rest of the boxes below as No. If you were not using excel skip no. 9.

9. Print the document.

10. Attach this document on top of the rest of the documents and get the appropriate signatures before submitting to ASI Business Services.

After completing the document with all the signatures you have two options:

1. Make copies for Treasurer
2. Submit to Treasurer

If you make the copies for the Treasurer please make sure everything is COMPLETED first. DO NOT MAKE COPIES OF UNCOMPLETED DISBURSEMENT REQUEST FORMS. After you make the copies submit to the Treasurer to submit to ASI.