

Department of Financial Services  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

July 16, 2009

MEMORANDUM

To: Middle School and High School Principals  
From: Susanne G. DeGraba, Chief Financial Officer *SGD*  
Subject: Extracurricular Activity Fee Remittance Form

Extracurricular Activity (ECA) fee remittance forms were mailed directly to all students on July 16, 2009. Please communicate to parents in your summer newsletter or Back-to-School letter that the ECA fee is a one-time fee of \$30 for the 2009–2010 school year. A reduced fee of \$15 is available for students whose family incomes are less than \$35,000.

The attached ECA general information is for middle and high school students and parents/guardians for the 2009–2010 school years. Please provide this information to your assistant principals, athletic directors, coordinators, coaches, activity sponsors, business managers, and other school staff. A supply of blank ECA forms will be sent to schools by July 29, 2009. These forms are to be used by students who did not receive a preprinted form or who have misplaced their form. Please discard any ECA forms that do not have school year 2009–2010 printed on them.

This school year parents can pay the Extracurricular Activity (ECA) fee online using a credit card. Payments are accepted by going to our website or [www.montgomeryschoolsmd.org/parents/](http://www.montgomeryschoolsmd.org/parents/) and navigating to the Parents/Resources section, and then click on Extracurricular Activity (ECA) fee - Pay online. Parents will receive by e-mail a receipt when they pay on-line.

Thank you for your assistance in helping to make the ECA fee process a success. If you have any questions, please contact Ms. Judy Van Sickle, Division of Controller, room 156, CESC, at 301-517-5000.

SGD:jvs

Attachment

Copy to:  
Mr. Bowers  
Community Superintendents  
Mr. Doody  
Ms. Van Sickle

Approved: *Larry A. Bowers*  
Larry A. Bowers, Chief Operating Officer

# Extracurricular Activity (ECA) Fees School Year 2009-2010

## General Information for Middle and High School Students and Parents/Guardians

### What is the purpose of the Extracurricular Activity Fee?

The revenue received from the fee is used to help lower the cost of extracurricular activities. It has enabled the Montgomery County Public Schools (MCPS) to expand extracurricular activity programs in middle and high schools.

### How much is the fee?

The annual fee is \$30.00. There is a reduced fee based on family resources. If the family income is \$35,000 or more, the fee is \$30.00.

### Am I eligible to pay a reduced ECA fee?

You may be eligible to pay a reduced fee of \$15.00 if your gross family income is less than \$35,000. If you are eligible to pay a reduced fee, you **MUST** send written proof of income with your payment, such as a recent tax form, two current pay statements, or letter from a family assistance agency. MCPS will **NOT** accept reduced fees without documentation. Do not send original documents, as they will not be returned.

### How do I pay the ECA fee?

**Mail a check payment to MCPS. Do not send payment to the school.**

**Check**– Address payment to MCPS, and write student ID# on check or money order. Send payment directly to MCPS, ECA, 850 Hungerford Drive, Room # 156, Rockville, MD 20850. Returned checks are subject to a \$25 fee.

**Credit Card** – Payments are accepted online at Montgomery County Public Schools website [www.montgomeryschoolsmd.org/parents/](http://www.montgomeryschoolsmd.org/parents/) (navigate to the Resources section, then click Extracurricular Activity (ECA) fee - Pay online). *Reduced ECA fees are not eligible for online credit card payment.* Unfortunately, we can not accept credit cards over the phone. Please send check if having a problem.

**Cash**– **PAYMENTS MUST BE MADE IN PERSON. Please have the correct amount of money.**

### Do all middle school and high school students have to pay?

**No.** Extracurricular activities are voluntary. Students who do not participate in any extracurricular activities are not required to pay the fee. Only students who participate in school-sponsored extracurricular activities (sports, intramural, clubs, etc.) in which there is an adult supervising students beyond the instructional day are required to pay.

**Are there any after-school activities that do not require the ECA fee payment?**

**Yes.** Students who are required to participate in an after-school activity, such as concerts or plays, as part of the class requirement to receive course credit, do not need to pay the ECA fee. Please check with your school administration to determine what activities are listed as extracurricular activities.

**Where do I mail the ECA fee payment?**

Payments and remittance forms should be sent directly to Montgomery County Public Schools, Attn: ECA Fee, 850 Hungerford Drive, Room #156, Rockville, MD 20850. Do not send payment and remittance forms to the schools.

**How soon does the fee have to be paid?**

Students may try out for sports teams or other activities before paying the fee. Once the student is informed he or she has been selected for the team or activity, the fee must be paid.

**Can the fee be paid on a semester basis or prorated as a new student coming into the school system?**

**No.** This is an annual fee of \$30.00. The entire amount is due at the time of participation.

**If a student will not be participating in an extracurricular activity until the spring semester, does the fee have to be paid in the fall?**

**No.** The fee can be paid in the spring, but must be paid once the student is informed he/she has been selected for a team or other activity.

**What should a student do who does not receive the ECA Fee remittance form in the mail from MCPS?**

Three options are available. Call the ECA office at 301-517-5000, or your home school office or pay by computer at [www.montgomeryschoolsmd.org/parents/](http://www.montgomeryschoolsmd.org/parents/) (navigate to the Resources section, and click on Extracurricular Activity (ECA) Fee and pay Activity Fee Online).

**Can students use last year's form?**

**No.** Please use the 2009– 2010 ECA preprinted form. Although the new form is similar in appearance to last year's form, it is different.

**My child is in 6th grade and I have never heard of this fee before?**

This fee is voluntary and we recommend that the sixth grade parents wait until the school has a **"Back to School Night"** to get more information regarding the **Extracurricular Activities**. Each school has their own activities. Please contact your school.