

RECEIVED

JUN 11 2018

PRJUSD  
STUDENT SERVICES

**Parent Organization/Booster Club Application Cover**

School Year: 2018-2019

School Site of the Organization: Virginia Peterson Elementary

Alisa Martinez  
Representative's Name

Alisa Martinez  
Representative's Signature

6-4-18  
Date

SITE APPROVAL

Melanie Crawford M. C.  
Site Administrator Name Signature

6/5/18  
Date

The parents and community members of the PRJUSD request the formation of the following organization to be approved by the Board of Trustees:

Name of the Organization: Virginia Peterson PTA

Objective of the proposed organization: Virginia Peterson PTA's objective is to organize fundraising activities that will support our purpose of providing field trips to the school. We also aim to provide the students, staff, and parents with strong family engagement throughout the year.

OFFICE USE ONLY

JUN 11 2018

Date received: \_\_\_\_\_

By staff: [Signature]

Proposed Board meeting date: 6/26/18

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

### Legal and Fiduciary Requirements of the Board of Trustees

In order to fulfill its legal and fiduciary requirements, the school board requires school-connected organization to submit an application each year. Requests for approval must include the following information required by Board Policy (BP) 1230 and Administrative Regulation (AR) 1230:

1. Completed District application, including;
  - a. The School Year for which application is being submitted;
  - b. Objective of the proposed organization &
  - c. The signature of a site administrator who supports the request for authorization
2. The names, addresses and phone numbers of ALL officers
3. The name of the bank where the organization's account will be located with the names of those authorized to withdraw funds.
4. A brief description of the organization's purpose
5. A list of specific annual objectives
6. A schedule of meeting dates
7. A brief description of desired use for any funds remaining at the end of the year IF the organization is *not* continued or authorized to continue in the future.
8. Tax ID Number
9. Proof of the organization's 501(c)3, if applicable *Requested IRS doc 6/15/18.*
10. A copy of the organization's Constitution and ByLaws, rules, and procedures under which the organization will operate.
11. A Certificate of Liability Insurance to provide evidence of liability in the amount of \$1 million and PRJUSD be named as an additional insured.

Approval shall be granted for a period of **one year**. Upon completion of the application packet, the organization will submit the entire packet to the Chief Business Officer in the Business Department at least three weeks in advance of a scheduled Board meeting date who will place it on a meeting agenda for review and approval by the Board of Trustees. *The site principal will make approval notification to the organization.*