

Parent Organization/Booster Club Application Cover

School Year: 2018-2019

School Site of the Organization: Lewis Middle School

Katie Mitchell  
Representative's Name

Katie M Mitchell  
Representative's Signature

8/8/18  
Date

SITE APPROVAL

Erin Haley  
Site Administrator Name

Erin Haley  
Signature

8/8/18  
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: DELL PTO (Daniel E. Lewis Leaders)

Objective of the proposed organization:

The group is organized for the purpose of supporting the education of the children at LMS by fostering relationships among the school, parents & teachers.

OFFICE USE ONLY      **AUG - 9 2018** ✓

Date received: \_\_\_\_\_ By staff: [Signature]

Proposed Board meeting date: 8-14-18

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

DELL PTD  
18/19  
8 ✓

## 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
- ~~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.

Ins good through Oct. 2018

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.*

✓ good