

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.

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.*

BR - [Signature]

(copy)

GBPTA

Parent Organization/Booster Club Application Cover

School Year: 2018/19

School Site of the Organization: Georgia Brown

Tracy Cagliero
Representative's Name

[Signature]
Representative's Signature

8/10/18
Date

SITE APPROVAL

x. Michele Tesouro
Site Administrator Name

x. [Signature]
Signature

x. 8-10-18
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: Georgia Brown PTA

Objective of the proposed organization: see attached

* Liability Insurance certificate is on file at PRJUSD Business Office.

OFFICE USE ONLY

Date received: AUG 17 2018

By staff: [Signature]

Proposed Board meeting date: 8/28/18

Board Action: _____

Date: _____

Georgia Brown Elementary PTA for the 2018-2019 School Year

Annual Objective

To support the learning and site activities through fundraising and organizing approved activities. To positively impact the lives of children and families by representing and empowering our members with skills in advocacy, leadership and communication.