



## REQUEST FOR AUTHORIZATION AS A SCHOOL-CONNECTED ORGANIZATION RENEWAL

Pursuant to Board Policy and Administrative Regulation 1230, all school-connected organizations (PTO, Booster Club, etc.) shall submit a request for authorization to the Business Office. Requests for authorization must contain the following information:

Date of Application: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Names, Addresses, and Phone Numbers of All Officers:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Position: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Position: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Position: \_\_\_\_\_ Phone # \_\_\_\_\_

List Specific Annual Objectives:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A Certificate of Liability must be attached to renewal application (except for ASB organizations).

Any program, fund-raiser, or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board policy, administrative regulation, and school rules.

School-connected organizations grant the district the right to audit their financial records at any time – either by district business personnel or by a certified public accountant. The Superintendent may recommend that authorization be revoked by the Board if considered necessary.

\_\_\_\_\_  
Site Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assist. Superintendent, Business Services Signature

\_\_\_\_\_  
Date