

**TULSA PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING
UNDER OKLA. STAT. tit. 70 § 5-129.1
2018-2019**

This is a request for sanctioning by the applicant organization to the Board of Education of the Tulsa School District. The applicant is a student achievement program, booster club or a parent-teacher association or organization. A sanctioned organization is an independent organization and the funds collected are exempt from the statutory controls over school activity funds.

Organization Name/School: _____
New organization and/or first time applying? Yes No

Organization's Federal Tax I.D./EIN# _____ **(REQUIRED)**
If new organization, is copy of EIN attached: Yes No

Are you a 501(c)3 or incorporated organization? Yes No
If yes, did your organization file a Form 990 with the IRS last school year? Yes No

Applicant's Representatives (MUST include both President and Treasurer):

NAME	POSITION	PHONE #	EMAIL ADDRESS - REQUIRED
PLEASE PRINT!!!	President		
	Treasurer		

NOTE: Tulsa Public Schools employees may not serve as either President or Treasurer.

Has the organization made any payments to district employees during the past 12 months?
Yes No If yes, please attach a list with the name of employee, amount paid, and reason for the payment.

District employee sponsor/coach (name/title) **REQUIRED:** _____

List titles and dates of courses attended on financial management (include name and title of current officers who attended). You may include this seminar. _____

Organization's Purpose: _____

Organization's Goals: _____

Organization Name _____

Organization's Membership Dues/Dues Schedule: _____

Organization's Planned Fundraisers: _____

Checklist of Required Information/Attachments: Completed

- 1. Annual Financial Report as of June 30, 2018
- 2. Bank statement confirming ending bank balance as reported on Annual Financial Report
- 3. Copy of EIN Confirmation Form from IRS (**ONLY** if new organization)
- 4. By-laws (**ONLY** if new organization)

STATEMENT OF UNDERSTANDING AND NONDISCRIMINATION

We the officers agree, if sanctioned pursuant to Board Policy 5707, to follow proper bookkeeping procedures and to ensure the safeguarding of all assets. We the officers agree the organization will not hire or pay a Tulsa Public Schools employee unless authorized pursuant by Policy 5707. We the officers understand that effective July 1, 2017, a Tulsa Public Schools employee cannot hold the office of president or treasurer, unless the organization has applied for and been granted an exception. We the officers certify that the organization does not and will not discriminate with respect to benefits, membership, programs, operation or organization on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, disability, genetic information, veteran status, marital status or age.

President of Organization Date

Treasurer of Organization Date

Principal Date

Prepare and attach the Tulsa Public Schools Annual Financial Report form with your banking information, beginning balance, ending balance, revenue and expenditures from 2017-2018, for the organization. Please send completed application and financial report, along with any supporting documentation, to **Dawn Hamilton, Executive Administrative Assistant to TPS Chief Financial Officer, Education Service Center** or by email to hamilbe@tulsaschools.org on or before **OCTOBER 1, 2018**. Any change in officers or tax status must be reported to the district by completing a revision and submitting it to the Chief Financial Officer.

Updated 10.1.18