

**TULSA PUBLIC SCHOOLS  
APPLICATION FOR SANCTIONING  
UNDER OKLAHOMA STATUE Title 70 § 5-129.1  
2019-2020**

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, 2019	<input type="checkbox"/>
2. Bank statement confirming ending bank balance as reported on Annual Financial Report	<input type="checkbox"/>
3. Copy of EIN Confirmation Form from IRS ( <b>ONLY</b> if new organization)	<input type="checkbox"/>
4. By-laws ( <b>ONLY</b> if new organization)	<input type="checkbox"/>

**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. An alternative to this limitation is for the school to manage their activity through SAF (School Activity Fund). For further information on this alternative, please contact Vonnita Edwards (918) 746-6265. 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, Finance Operations Associate, 5<sup>th</sup> Floor, Education Service Center** or by email to [hamilbe@tulsaschools.org](mailto:hamilbe@tulsaschools.org) on or before **OCTOBER 1, 2019**. 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 6.28.19*