



Pembroke Public Schools

Application for External Support Organizations (ESO)

See page 2 for criteria for acceptance as an ESO.

Name of Organization: _____

Mailing Address: _____ Email Address: _____

Organization Officers

Name	Position	Phone Number	Email Address

Groups or Activities You Support

Purpose and Goals of the Organization

Does your organization have a tax ID number? Yes No
 Do you have a bank account in the name of your organization? Yes No

If you have any further information you would like to include for consideration, please attach it to this form.

By signing below you agree to comply with Pembroke School Committee Policies. Please note, for each fundraising activity you must complete a Fundraising Request Form JJE-E and submit it to the building administrator for approval. For any use of a school facility, you must complete an Application for Use of School Facilities and submit it to the building principal for approval.

Applicant Signature _____

Date _____

Print Name _____

For Office Use Only

Application Approved
 Application Denied. Reason: _____

Superintendent of Schools _____

Date _____



Pembroke Public Schools

Criteria for Acceptance as an External Support Organization

For the purpose of this policy, an ESO is a parent and/or a community group that is organized for the purpose of providing resources to support a Pembroke Public School District (PPSD) activity (or activities) and/or to recognize student accomplishment within that activity. Only those ESOs that have been approved by the Pembroke School Committee (PSC) may use any Pembroke School District name and/or logo.

In order to be approved as an ESO within the PPSD, the following criteria apply:

1. The ESO must be organized and operated by adults.
2. Initially, the ESO must provide details of its organizational structure, including: its purpose and goals and the intended use of funds generated, to the PSC via the Superintendent or their designee for approval as a PPSD authorized ESO.
3. Use of PPSD facilities by the ESO will comply with PPSD policies, and as applicable, state laws, local laws and Pembroke by-laws.
4. Unless otherwise accepted as a gift, no monies raised by ESOs will be deposited directly to any PPSD account. The ESO must maintain bank, financial and non-profit status separately from the PPSD.
5. All ESO fundraising activities will comply with PPSD policies and must be pre-approved by the Building Administrator (BA). Re-occurring events (i.e. basketball games, soccer games, etc.) will require only one approval per school year.
6. The ESO will advise the PSC in writing within 30 days, via the Superintendent or their designee, any time the officers of the group change.
7. ESOs will not directly pay coaches, officials or judges, purchase equipment or pay for transportation of any PPSD team and/or student.

The PSC reserves the right to revoke the approval of any ESO if their operations and/or purpose are inconsistent with any PPSD Policy.

Reference: Pembroke School Committee Policy KJA Relations with External Support Organizations