

Folsom Cordova Unified School District

School-Connected Organization Request for Authorization

In accordance with Board Policy 1230 and Administrative Regulation 1230 of the Folsom Cordova Unified School District, submit this request for authorization to form or renew a school-connected organization.

Note: School-connected organizations, including a parent-teacher association or organization, booster club, or other organization that does not include an associated student body or other student organization, are established and maintained as separate entities from the school or district.

Organization Information	
<input type="checkbox"/> New organization request	<input type="checkbox"/> Renewal request
School Site	School Year
Organization Name	
Mailing Address	
Website	
Date of Application	
Purpose	

Name	Address	Phone	Email
President			
Vice President			
Secretary			
Treasurer			
Coach/Lead Teacher			

Annual Objectives (List specific goals, note if additional page attached)

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Financial Information

Bank Name	Account #
Bank Address	Authorized Signers
Tax ID # (EIN)	

Required Documents (Attach copies – New [N] and Renewal [R], Excluding PTAs)

<input type="checkbox"/> Constitution [N]	<input type="checkbox"/> 501(c)(3) Determination Letter [N]	<input type="checkbox"/> Certificate of Insurance [N,R]
<input type="checkbox"/> Bylaws [N]	<input type="checkbox"/> Proof of State Tax Exempt Status [N]	<input type="checkbox"/> Insurance Endorsement page(s) [N,R]
<input type="checkbox"/> Proof of Tax ID # [N]	<input type="checkbox"/> Seller's Permit [N,R]	<input type="checkbox"/> Insurance Declaration page [N,R]
<input type="checkbox"/> Acknowledgement Form signed by each officer [N,R]	<input type="checkbox"/> Hold Harmless Agreement [N,R]	<input type="checkbox"/> Proof of Crime/Fidelity Bond Insurance [N,R]
<input type="checkbox"/> Annual Budget [N,R]	<input type="checkbox"/> Prior Year Profit & Loss Statement [R]	

Required Documents for PTAs (Attach copies)

<input type="checkbox"/> Acknowledgement Form signed by each officer	<input type="checkbox"/> Hold Harmless Agreement	<input type="checkbox"/> Certificate of Insurance
<input type="checkbox"/> Annual Budget	<input type="checkbox"/> Prior Year Profit & Loss Statement	<input type="checkbox"/> Insurance Endorsement page(s)
		<input type="checkbox"/> Insurance Declaration page

If organization is temporary or does not continue, describe planned use of remaining funds.

We have read the applicable FCUSD Board policies and administrative regulations regarding School-Connected Organizations and agree to abide by them, including but not limited to:

- School-connected organizations shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at the school.
- Activities by school-connected organizations shall be conducted in accordance with law, board policies, administrative regulations, and any rules of the sponsoring school.
- The organization shall not act as an agent of the district or school.
- The organization shall not use the district's tax -exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.

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- The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.
- A school-connected organization may consult with the principal to determine school needs and priorities.
- Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary.
- An agreement to grant the district the right to audit the organization’s financial records either by district personnel or a certified public accountant whenever any concern is raised regarding the use of funds.
- Co-mingling of school-connected organization funds with district funds, including associated student body funds, is not allowed.
- The organization shall not hire or directly pay any district employees without prior approval from the Superintendent or designee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district’s personnel department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours. See the Quick-Reference Guide: Staffing After School Enrichment Clubs (provided by Human Resources) for clarification on hiring practices.

Acknowledgment

This certifies that all sections of the Folsom Cordova Unified School District School-Connected Organization Application have been satisfied.
 Authorizations are granted per school year. Please submit an application for renewal annually by May 15th to continue School-Connected Organization operations.

School-Connected Organization Signatures

President	Date
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Treasurer	Date
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District Approval Signatures

School Site Administrator	Date
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Superintendent	Date
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Board of Education Approval Signatures

President of the Board	Date
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Clerk of the Board	Date
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