

PARENT/DISTRICT-SUPPORT ORGANIZATIONS
SUMMARY SHEET
SCHOOL YEAR 2024-2025

All organizations desiring to become a support group must **COMPLETELY AND ACCURATELY** fill out the following form and obtain annual approval of the Board of Education at its September meeting.

District support organizations are defined as an independent non-profit entity, group, or organization formed for the support of School District programs.

1. Name of Organization _____

2. Employer identification number used on bank accounts: ___ - _____ Section 501(c)(3) Organization? ___ Yes ___ No

3. Authorized signor(s) on bank accounts _____
Dual signatures required? _____ Yes _____ No

4. Goals and objectives of the organization _____

5. List officers and/or leaders of the organization: *(please print clearly)*

<u>Name/Title</u>	<u>Address</u>	<u>Cell No.</u>	<u>Email Address</u>

- When is your leadership elected or appointed _____

6. When does your organization meet (please list specific dates, times, locations) _____

7. Finances (attach itemized budget)
Estimated Annual Revenue (24-25) _____ Actual Annual Revenue (23-24) _____

Estimated Annual Expenditures (24-25) _____ Actual Annual Expenditures (23-24) _____

Are your financial records audited on a regular basis _____

When were your records last audited _____

Who performed the audit _____

Please list proposed fundraisers and the approximate time they are to be held (complete *Fundraising Activities Request Form* for approval for each fundraiser)

Example: Magazine Sale – Fall of 2024 _____

8. Please list coaches that you are requesting to be funded by your organization:

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<u>Position</u>	<u>Name</u>	<u>Gross Salary Paid to Coach</u>	<u>Taxes @16 %</u>	<u>Reimbursed to the School Board</u>
(Example:) Asst. Cross Country (CHS)	John Doe	\$500.00	\$80	\$580