

2024-2025 APPLICATION FOR GOVERNING BOARD APPROVAL GILBERT PUBLIC SCHOOLS PARENT SUPPORT ORGANIZATIONS

- ❖ Organizations CANNOT operate on campus without School Administrator and Governing Board Approval.
- ❖ Complete applications shall be emailed to Michelle Wine at michelle.wine@gilbertschools.net.
- ❖ Governing Board Approval is required for general liability coverage with District Insurers.
- ❖ A copy of the full application should be kept at school for Fiscal Year.
- ❖ Annual Parent Support Organizations should submit applications by September 6, 2024 regardless of when the season starts.
- ❖ **In person Financial Training attendance required before application will go to the Governing Board for approval**

Financial Training Attendance

Date: _____

Name: _____

Name: _____

Name of Organization _____ School _____

Taxpayer I.D. No. _____

2024-2025 OFFICERS

Name: _____ Name: _____

Office Held: _____ Office Held: _____

Address: _____ Address: _____

Phone(s): _____ Phone(s): _____

E-mail: _____ E-mail: _____

Date taking office: _____ Date taking office: _____

Are you a GPS employee? _____ Yes _____ No Are you a GPS employee? _____ Yes _____ No

If so, which school/department: _____ If so, which school/department: _____

Name: _____ Name: _____

Office Held: _____ Office Held: _____

Address: _____ Address: _____

Phone(s): _____ Phone(s): _____

E-mail: _____ E-mail: _____

Date taking office: _____ Date taking office: _____

Are you a GPS employee? _____ Yes _____ No Are you a GPS employee? _____ Yes _____ No

If so, which school/department: _____ If so, which school/department: _____

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As officers, we hereby agree to abide by the By-Laws of our organization, attend annual District-provided Parent Support Group training, and follow the District’s Guidelines for Operation and Financial Responsibility while we strive to improve our children’s educational opportunities where support is needed.

Signature Date

Signature Date

Signature Date

Signature Date

Principal’s Approval: Signature _____ Date: _____

Formal Non-Profit PLEASE ATTACH:

- | | |
|---------------------------------------------|-----------------------------------------|
| 1) Current operating By-Laws | 4) Annual Budget |
| 2) Most recent treasurer's financial report | 5) I.R.S. Determination Letter (if new) |
| 3) Most recent bank statement | 6) Articles of Incorporation (if new) |

Informal Non-Profit PLEASE ATTACH:

- | | |
|---------------------------------------------|----------------------------------------|
| 1) Current operating bylaws | 4) Annual Budget |
| 2) Most recent treasurer's financial report | 5) I.R.S. EIN Issuance Letter (if new) |
| 3) Most recent bank statement | 6) Articles of Incorporation (if new) |

Bank Account Established? Yes No

By-laws reviewed annually? Yes No

Member meetings held how often? _____

Two Signatures Required? Yes No

Budget Plan in place? Yes No

Executive meetings held how often? _____

Required for Auditing Purposes ~ Please provide information for the Prior Year*	
Aug 2023 Beginning Fund Balance	
2023-2024 Revenues	
2023-2024 Expenditures	
May 2024 Ending Fund Balance	

*The application will be returned as incomplete if the above information is left blank. If you are a new booster as of this fiscal year, it’s understood there will be nothing to report for the prior year.