

2025-2026 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 12, 2025 regardless of when the season starts.
- ❖ **In person Financial Training attendance required before application will go to the Governing Board for approval. Find more information about the August 16, 2025 Kick-off Training [HERE](#) or by visiting gpsvet.net**

☐ Financial Training Attendance

Date: _____

Name: _____

Name: _____

Name of Organization _____ School _____

Taxpayer I.D. No. _____

2025-2026 OFFICERS

☐ Name: _____

Office Held: _____

Address: _____

Phone(s): _____

E-mail: _____

Date taking office: _____

Are you a GPS employee? _____ Yes _____ No

If so, which school/department: _____

☐ Name: _____

Office Held: _____

Address: _____

Phone(s): _____

E-mail: _____

Date taking office: _____

Are you a GPS employee? _____ Yes _____ No

If so, which school/department: _____

☐ Name: _____

Office Held: _____

Address: _____

Phone(s): _____

E-mail: _____

Date taking office: _____

Are you a GPS employee? _____ Yes _____ No

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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
- 2) Most recent treasurer's financial report
- 3) Most recent bank statement

- 4) Annual Budget
- 5) I.R.S. Determination Letter (if new)
- 6) Articles of Incorporation (if new)

☐ **Informal Non-Profit** **PLEASE ATTACH:**

- 1) Current operating bylaws
- 2) Most recent treasurer's financial report
- 3) Most recent bank statement

- 4) Annual Budget
- 5) I.R.S. EIN Issuance Letter (if new)
- 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 2024 Beginning Fund Balance	
2024-2025 Revenues	
2024-2025 Expenditures	
May 2025 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.