MOORE PUBLIC SCHOOLS | Finance Department

APPLICATION FOR SANCTIONING UNDER OKLAHOMA STATUTE Title 70, Section 5-129

This is a request for sanctioning by the Board of Education, Moore Public Schools ISD #2, Cleveland County, Moore, OK, pursuant to which the funds collected by the Applicant, being an organization, association, student achievement program, or a parent-teacher association (all of which hereafter referred to as organization), are exempt from the statutory controls over school activity funds.

July 1, 2026- June 30, 2027 SCHOOL YEAR

NAME OF ORGANIZATION:
School in which organization is affiliated:
Mailing Address:
District employee sponsor/coach (name and title):
Organizations' Taxpayer I.D No:
Are you a 501(c)3 or incorporated organization: Yes_____ No_____ (If yes provide proof of filing status.)
Application will not be processed until proof of filing status is provided.

President
Name: _____
Address: _____
_____
Phone_____
E-mail_____

Treasurer
Name: _____
Address:_____
_____
Phone: _____
Email: _____

Has the organization made any payments to district employees during the past 12 months? **Yes**___ **No** ___
If yes, list the name of employee, amount, and reason for payment on the back of this form.

List titles and dates of courses attended on financial management (name and title of current officers who attended):
Officers are required to attend/watch/read the materials provided by the district finance office.
HTTPS://RESOURCES.FINALSITE.NET/IMAGES/V1708372375/MOORESCHOOLSCOM/LCKGOQ99IVWYGD40XNDN/BOOSTER_CLUB_101VERSION.PDF

ORGANIZATION'S PURPOSE AND GOALS:

_____

_____

DESCRIBE HOW THE SCHOOL DISTRICT AND ITS STUDENTS WILL BENEFIT IF ORGANIZATION IS SANCTIONED:

_____

_____

MEMBERSHIP REQUIREMENTS:

_____

_____

Please attach a copy of your organization's By-Laws, record of 501c(3) status & Charity State Registration

We agree, if sanctioned, as per Board Policy #1245, to follow proper bookkeeping procedures, and to ensure the safeguarding of all assets. We the officers, also agree to annually issue by January 15 all appropriate IRS tax forms including 1099's and W-2's filed with the IRS and the Oklahoma Tax commission, and to provide copies to the Chief Financial Officer at the same time. We, the officers, agree the organization will not hire or pay Moore Public School's employees. We understand the district prohibits booster club/PTAs from hiring district employees. Applicants certify that the organization does not and will not discriminate with respect to benefits, membership, programs, operation or organization on the basis of race, gender, age, religion, national origin, or disability. We agree that the office of "Treasurer" or any office that has fiscal responsibility cannot be filled with a Moore Public School's employee in any capacity.

_____ _____

President of Organization Date Treasurer of Organization Date

Attach the most recent financial statement and/or financial audit report for the organization issued by an independent account firm or the completed Financial Report form by the organization. Any change in officers or tax status must be reported to the district by completing a revision and submitting it to the Chief Financial Officer within 30 days.

The Applicant agrees to abide by and adhere to the following procedures and stipulations:

1. An application for sanctioning must be completed by the organization's authorized party and submitted to the Superintendent or designee of Schools prior to July 1 each year.
2. The Superintendent or designee will make a recommendation to the Board of Education concerning the organization seeking to be sanctioned.
3. The Board of Education will review the organization's application and determine whether to approve or decline the sanctioning request.
4. The Board of Education's decision is final and non-appealable.
5. All organizations wishing to be sanctioned shall make application to the Board of Education on an annual basis.
6. Sanctioning shall be approved by the Board of Education on a one-year basis only (July1 through June 30).
7. Following the first-year sanctioning, each organization shall provide a copy of its financial report with its application for sanctioning for any subsequent years and required IRS status. The Board of Education will reject any application that does not provide the required financial report and other required documentation.
8. The Superintendent, CFO or Board of Education may, at any time it deems warranted, request records maintained by the organization. Records must be promptly provided upon the request of the Board of Education or Superintendent.
9. The Superintendent, CFO or Board of Education may, at its discretion, withdraw sanctioning at any time it deems it in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.
10. ANY ORGANIZATION WHICH DOES NOT SEEK AN APPLICATION FOR SANCTIONING BY THE BOARD OF EDUCATION MUST DEPOSIT ITS FUNDS WITHIN THE DISTRICTS SCHOOL ACTIVITY FUND AND SHALL BE SUBJECT TO ALL SUCH RULES AND REGULATIONS PERTAINING TO THE SCHOOL ACTIVITY FUND.
11. SANCTIONING BY THE BOARD OF EDUCATION IN NO WAY GRANTS THE ORGANIZATION "TAX-EXEMPT" STATUS FOR ITS OPERATIONS, NOR DOES IT GRANT "TAX-DEDUCTIBLE" STATUS TO ITS DONORS. THE ORGANIZATION SHOULD CONSULT A TAX PROFESSIONAL FOR ADVICE ON THESE MATTERS.
12. Applicant acknowledges that he/she has received a copy of the Moore Board of Education Operating Policy number 1245 entitled "Guidelines for the Sanctioning of Student Achievement Programs and Parent-Teacher Associations and Organizations" and has read and agrees to comply with policies and procedures therein.
13. If the program has junior organization or developmental organization the program has to operate within the confines of the Booster Club. If the developmental program is outside of the Booster it is subject to any and all vendor/facility usage policies of the District. All use of facilities or fundraising activities that involve District property or resources must be approved through site facilitator and District Administration.
14. The District will withhold sanctioning to any organization that does not comply with District record requests or the organization is subject to an investigation.
15. Compliance with the State of Oklahoma related to charitable organizations and the Oklahoma Solicitation of Charitable Contributions Act.

APPLICATION SUBMITTED ON THIS __ DAY OF ____202_

ORGANIZATION: _____

SIGNATURE OF AUTHORIZED OFFICER: _____