MURRIETA VALLEY UNIFIED SCHOOL DISTRICT

MURRIETA VALLEY UNIFIED SCHOOL DISTRICT
Parent Organization/Booster Club
Request for Authorization to Operate

GENERAL INFORMATION

Parent Organization/Booster Club Name: _____

School Site: _____ School Year: _____

Mailing Address: _____

Email Address: _____ Website URL (if applicable): _____

PURPOSE (Describe the purpose of the organization)

GOALS (List specific goals for the school year)

All parent organizations and booster clubs operating in MVUSD must have their own Tax Identification Number (EIN). While obtaining 501(c)(3) nonprofit status is not required, it is strongly recommended. Booster clubs must obtain 501(c)(3) status if they intend to conduct raffles. All Parent Organizations/Booster Clubs are responsible for their own tax filings and accounting.

REQUIRED DOCUMENTS (I certify that copies of all of the following documents required by the District are attached to this Request**)**

- ☐ Parent Organization/Booster Club Constitution
- ☐ Parent Organization/Booster Club Bylaws
- ☐ 501(c)(3) Federal Determination Letter
- ☐ Proof of Tax ID No.
- ☐ Proof of State Tax Exempt Status
- ☐ Current Status from the Department of Justice (DOJ)
- ☐ Certificate of Insurance
- ☐ Additional Insured Endorsement Naming MVUSD
- ☐ List of Proposed Fundraisers
- ☐ Parent Organization/Booster Club Bank Information
- ☐ Parent Organization/Booster Club Officers Contact Information
- ☐ Parent Organization/Booster Club Operating Manual Acknowledgement
- ☐ Parent Organization/Booster Club Hold Harmless Agreement

NOTE: Any information or required documents missing from this request may prevent a parent organization/booster club from being approved by the MVUSD Board of Education.

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PARENT ORGANIZATION/BOOSTER CLUB PRESIDENT SIGNATURE

As the parent organization/booster club president, I have read this form and hereby agree to abide by its terms. This authorization when granted will be valid until June of the following school year; however, we understand that if the Superintendent or Designee considers it necessary, this authorization to operate can be revoked at any time.

Signature: _____ **Date:** _____

Printed Name: _____

SCHOOL SITE APPROVAL

Administrator Signature: _____ **Date:** _____

Activities/Athletic Director Signature _____ **Date:** _____

MVUSD BOARD OF EDUCATION APPROVAL

Murrieta Valley Unified School District Board of Education Recognition and Authorization to Operate for school year: **20 - 20**

Board Approved on:

Date

Murrieta Valley Unified School District

Chief Financial Officer, Business Services Date