Tulsa Public Schools
Application for Organization Sanctioning, FY 2026-27
Board Policy 5707

Name of organization:_____

Mailing Address: _____

Organization Tax ID number: _____

Bank institution used: _____
(Must have sanctioned organization name on account, not school name or school address)

Date formed _____ Booster Club For _____
(School Name & specify MS, HS or both)

CURRENT OFFICERS

Name	Position	Phone Number
	President	
	Vice President	
	Treasurer	
	Secretary	

Instructions: To apply for sanctioned status, complete this form, the sanctioning application, the financial reconciliation form, and attach the requested documentation; scan and email in one single file to sanctioning@tulsaschools.org.

TULSA PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING
UNDER OKLAHOMA STATUE Title 70 § 5-129.1
2026-2027

This is a request for sanctioning by the applicant organization to the Board of Education of the Tulsa School District. The applicant is a student achievement program, booster club or a parent-teacher association or organization. A sanctioned organization is an independent organization, and the funds collected are exempt from the statutory controls over school activity funds.

Organization Name/School: _____

New organization and/or first time applying? □Yes □No

Organization's Federal Tax I.D./EIN# _____ **(REQUIRED)**

If new organization, is copy of EIN attached: □Yes □No

Organization's Mailing Address: _____ **(REQUIRED)**

Are you a 501(c)3 or incorporated organization? □Yes □No

If yes, did your organization file a Form 990 with the IRS last school year? □Yes □No

Applicant's Representatives (MUST include both President and Treasurer):

NAME (**PLEASE PRINT/TYPE!!**)	POSITION	PHONE #	EMAIL ADDRESS – **REQUIRED**
	President		
	Treasurer		

NOTE: Tulsa Public Schools employees may not serve as either President or Treasurer.

Has the organization made any payments to district employees during the past 12 months?
□No □Yes If yes, please attach a list with the name of employee, amount paid, and reason for the payment.

District employee sponsor/coach (name/title) **REQUIRED**: _____

List titles and dates of courses attended on financial management (include name and title of current officers who attended), including the Sanctioning Organization seminar: _____

_____

Organization's Purpose: _____

_____

_____

Organization's Goals: _____

_____

_____

Organization's Membership Dues/Dues Schedule: _____

_____

Organization's Planned Fundraisers (i.e. equipment, meals, etc.): _____

_____

_____

_____

Checklist of Required Information/Attachments:

Completed

1. Annual Financial Report as of June 30, 2026 – **MUST BE IN BALANCE** ☐
2. June 30, 2025, and June 30, 2026, Bank statements ☐
3. Copy of EIN Confirmation Form from IRS ☐
4. Organization's mailing address ☐
5. By-laws ☐

STATEMENT OF UNDERSTANDING AND NONDISCRIMINATION

We the officers agree, if sanctioned pursuant to Board Policy 5707, to follow proper bookkeeping procedures and to ensure the safeguarding of all assets. We the officers agree the organization will not hire or pay a Tulsa Public Schools employee unless authorized pursuant to Policy 5707. We the officers understand that a Tulsa Public Schools employee cannot hold the office of president or treasurer. An alternative to this limitation is for the school to manage their activity through SAF (School Activity Fund). We also understand per sanctioning Regulation 5707-R that if the organization is abolished and/or ceases to exist and have met all financial responsibilities, any remaining funds shall be deposited into the General SAF Account of the school the organization serves. For additional information, please contact Amber Redfearn at (918) 746-6211. Furthermore, we the officers certify that the organization does not and will not discriminate with respect to benefits, membership, programs, operation or organization on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, disability, genetic information, veteran status, marital status or age.

_____ _____

President of Organization *(Signature)* Date

_____ _____

Treasurer of Organization *(Signature)* Date

_____ _____

Principal *(Signature)* Date

Prepare and attach the Tulsa Public Schools Annual Financial Report form with your banking information, beginning balance, ending balance, and revenue/expenditures from 2025-2026, for the organization. Please send completed application and financial report, along with any supporting documentation, to **Tristan Delvaux, Treasury Specialist, 5th Floor, Education Service Center** or by email to sanctioning@tulsaschools.org on or before **NOVEMBER 1, 2026. 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.**

Updated 8.24.26