UNION PUBLIC SCHOOLS

APPLICATION FOR BOOSTER CLUB / PTA SANCTIONING

Pursuant to Oklahoma Statute Title 70, §5-129.1and Board Policy #1005

PURPOSE

This application is submitted to the Union Public Schools Board of Education requesting annual sanctioning under Oklahoma Statute Title 70, §5-129.1.

ORGANIZATION INFORMATION

Organization Name	
Mailing Address	
Organization Tax ID (EIN)	
Are you a 501(c)(3)?	☐ Yes ☐ No

DISTRICT INFORMATION

Site Principal, Sponsor, or Coach (Name/Title): _____

REQUIRED ATTACHMENTS

☐ IRS Employer Identification Number (EIN) confirmation letter or other IRS-issued documentation.

☐ Current bylaws including all amendments with approval dates and signatures, or (b) in the case of a site PTA, current bylaws with all Standing Rules that have been approved by the State PTA Association.

☐ Signed copy of the organization's meeting minutes reflecting the election or appointment of current officers. The minutes may be signed by the outgoing president.

☐ Annual Financial Report for the preceding twelve (12) months (choose one):

☐ Summary Revenue and Expenditure Report * ☐ CPA Prepared Financial Statement

**In lieu of a Summary Revenue and Expenditure Report, a site PTA may submit their (Financial Reconciliation Report) as approved by the State PTA Association no later than October 31st of the application year.*

☐ Bank statements for the preceding twelve (12) months, including copies or images of cancelled checks and deposit documentation.

☐ Most recent IRS tax filing and copies of all Forms 1099 and W-2, if applicable.

☐ Certificate of Insurance and proof of payment for General Liability Insurance. See Liability Insurance Guidelines for details.

☐ Certificate of Insurance and proof of payment for Business Automobile Liability Insurance (if required). See Liability Insurance Guidelines for details. ☐ Not Required

PRESIDENT AND TREASURER ASSURANCES

- Will comply with Board Policy #1005.
- Will maintain proper bookkeeping procedures and safeguard all organizational assets.
- Will issue and file all required IRS and Oklahoma Tax Commission forms by January 31 and provide copies to the Chief Financial Officer.
- Will provide an updated application to the CFO if any information changes during the year.
- Will not hire or compensate Union Public Schools employees, except as provided under the provisions of Board Policy #1005. Compensation includes cash, checks, gift cards, or gifts.
- Will not discriminate on the basis of race, gender, age, religion, national origin, or disability.
- Certifies that the Treasurer is not a Union Public Schools employee.

OFFICER INFORMATION

	President	Treasurer
Name		
Address		
Phone		
Email		
Signature		
Date		

SUBMISSION INSTRUCTIONS

Submit the completed application and all required supporting documentation to the Chief Financial Officer's Office by October 15 so that the properly completed application may be presented to the Board of Education at the July Board meeting.

Electronic Submission (Preferred)
Email all application materials in PDF format to:
estep.letha@unionps.org

Mailing Address
Chief Financial Officer's Office
Union Public Schools
8506 East 61st Street
Tulsa, OK 74133