School Support Organization Application

School support organizations are parent-staff-student associations including but not limited to Parent Teacher Associations (PTAs), Parent Teacher Student Associations (PTSAs), Parent Teacher Organizations (PTOs), and booster clubs. The term school support organization does not refer to loosely formed groups of parents or individuals that informally support classroom or student activities. School support organizations are not governed by the district; however, they must follow certain school district policies and procedures, especially when fundraising, renting district facilities, giving donations, or involving students.

To be recognized as a school support organization, groups must be approved by the building principal or superintendent/designee by submitting this application **each year**. In addition, groups should submit a copy of their updated Secretary of State certificate and current liability insurance with this application. **School support organizations are required to follow MSD policies 4120 & 4120P in order to be recognized by the district and school.** Please review the policies and ensure all officers are familiar with them.

Once this application is approved, the school support organization president will be notified and the group's name will be posted on the district website as an approved school support organization.

School name: _____

Name of school support organization:_____

Mailing address of organization: _____

Organization email address: _____

Purpose of group: _____

_____

School support organization officers:

President: _____ Cell phone: _____

Email: _____

Vice-President: _____ Cell phone: _____

Email: _____

Secretary: _____ Cell phone: _____

Email: _____

Treasurer: _____ Cell phone: _____

Email: _____

Monroe School District insurance contact:
AJ Gallagher & Co, Denver, Colorado
Telephone: 303 889-2614
Fax: 303 773-9776
Web: AJG.com

Secretary of State:
Web: http://www.secstate.wa.gov
Washington State Gambling Commission
http://www.wsgc.wa.gov

Approved by: _____Signature:_____ Date_____

Notification of approval sent to group:_____ Copy sent to Communications Dept. _____
Date

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