

# 2023-2024 APPLICATION FOR GOVERNING BOARD APPROVAL GILBERT PUBLIC SCHOOLS PARENT SUPPORT ORGANIZATIONS

- ❖ Organizations CANNOT operate on campus without School Administrator and Governing Board Approval.
- ❖ Complete applications shall be emailed to Michelle Wine at michelle.wine@gilbertschools.net.
- ❖ Governing Board Approval is required for general liability coverage with District Insurers.
- ❖ A copy of full application should be kept at school for Fiscal Year.
- ❖ Annual Parent Support Organizations should submit applications by September 1, 2023 regardless of when season starts.
- ❖ **In person Financial Training attendance required before application will go to the Governing Board for approval**

Financial Training Attendance

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name of Organization \_\_\_\_\_ School \_\_\_\_\_

Taxpayer I.D. No. \_\_\_\_\_

## 2023-2024 OFFICERS

Name: \_\_\_\_\_  Name: \_\_\_\_\_

Office Held: \_\_\_\_\_ Office Held: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Phone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date taking office: \_\_\_\_\_ Date taking office: \_\_\_\_\_

Name: \_\_\_\_\_  Name: \_\_\_\_\_

Office Held: \_\_\_\_\_ Office Held: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Phone(s): \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date taking office: \_\_\_\_\_ Date taking office: \_\_\_\_\_

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As officers, we hereby agree to abide by the By-Laws of our organization, attend annual District-provided Parent Support Group training, and follow the District's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Principal's Approval:** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Formal Non-Profit PLEASE ATTACH:**

- |  |   |
|--|---|
| 1) Current operating By-Laws               | 4) Annual Budget                        |
| 2) Most recent treasurers financial report | 5) I.R.S. Determination Letter (if new) |
| 3) Most recent bank statement              | 6) Articles of Incorporation (if new)   |

**Informal Non-Profit PLEASE ATTACH:**

- 1) Current operating bylaws
- 2) Most recent treasurers financial report
- 3) Most recent bank statement
- 4) Annual Budget

Bank Account Established?     Yes     No

Two Signatures Required?     Yes     No

By-laws reviewed annually?     Yes     No

Budget Plan in place?     Yes     No

Member meetings held how often? \_\_\_\_\_

Executive meetings held how often? \_\_\_\_\_

**Required for Auditing Purposes ~ Please provide information for the Prior Year**

Aug 2022 Beginning Fund Balance	
2022-2023 Revenues	
2022-2023 Expenditures	
May 2023 Ending Fund Balance	