

REQUEST FOR AUTHORIZATION AS A SCHOOL-CONNECTED ORGANIZATION

Pursuant to Board Policy and Administrative Regulation 1230, all school-connected organizations (PTO, Booster Club, etc.) shall submit a request for authorization to the Business Office. Requests for authorization must contain the following information:

Date of Application: _____

Organization Name: _____

Membership Quotas or Qualifications:

Names, Addresses, and Phone Numbers of All Officers:

Name: _____ Address: _____

Position: _____ Phone # _____

Name: _____ Address: _____

Position: _____ Phone # _____

Name: _____ Address: _____

Position: _____ Phone # _____

Name: _____ Address: _____

Position: _____ Phone # _____

Brief Description of the Organization's Purpose:

List Specific Annual Objectives:

Name of Bank to be Used: _____

Bank Address: _____

Authorized Users of Account:

Please Note: District employees cannot be signatures on parent/guardian club bank accounts.

Name: _____

Address: _____ Phone # _____

Name: _____

Address: _____ Phone # _____

Name: _____

Address: _____ Phone # _____

Desired Use for Any Money Remaining at the End of the Year if the Organization is not continue or authorized to continue in the future:

A Certificate of Liability must be attached to application (except for ASB organizations).

Any program, fund-raiser, or other activity sponsored by parent/guardian clubs shall be authorized and conducted according to Board policy, administrative regulation, and school rules.

School-connected organizations grant the district the right to audit their financial records at any time – either by district business personnel or by a certified public accountant. The Superintendent may recommend that authorization be revoked by the Board if considered necessary.

Site Administrator Signature

Date

Assist. Superintendent /Business Services Signature

Date

Original: **Site Administrator**

Copy: **Business Services**

Barstow Unified School District

Certificate of Liability

The Barstow Unified School District requires that all groups using district facilities carry liability insurance in the amount of at least \$1,000,000 per occurrence. A Certificate of Liability must be received by the Business Services Department prior to use of facilities. The District and California Schools Risk Management (CSRM) need to be endorsed as additionally insured on the certificate as holders. Additional information that needs to be included on the certificate description is the activity, date and site of usage.