## 2024-2025 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 the full application should be kept at school for Fiscal Year.
- Annual Parent Support Organizations should <u>submit applications by September 6, 2024</u> regardless of when the 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		
	2024-2025 OFFICERS	
□ Name:		
Office Held:	Office Held:	
Address:	Address:	
Phone(s):	Phone(s):	
E-mail:	E-mail:	
Date taking office:	Date taking office:	
□ Name:		
Office Held:	Office Held:	
Address:		
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_		Da	ate:		
□ Formal Non-Profit PLEASE ATTACH:  1) Current operating By-Laws 2) Most recent treasurer's financial report 3) Most recent bank statement		<ul><li>4) Annual Budget</li><li>5) I.R.S. Determination Letter (if new)</li><li>6) Articles of Incorporation (if new)</li></ul>			
□ Informal Non-Profit PLEASE ATTACH:  1) Current operating bylaws 2) Most recent treasurer's financial report 3) Most recent bank statement		<ul><li>4) Annual Budget</li><li>5) I.R.S. EIN Issuance Letter (if new)</li><li>6) Articles of Incorporation (if new)</li></ul>			
Bank Account Established?   ¬Yes ¬No  By-laws reviewed annually?   ¬Yes ¬No  Member meetings held how often?		3 - 3	Yes □ No Yes □ No n?		
Required for Auditing Purposes ~ Please provide information for the Prior Year*					
Aug 2023 Beginning Fund Bala	nce				
2023-2024 Revenues					
2023-2024 Expenditures					
May 2024 Ending Fund Balance	e				

<sup>\*</sup>The application will be returned as incomplete if the above information is left blank. If you are a new booster as of this fiscal year, it's understood there will be nothing to report for the prior year.