

REQUEST FOR AUTHORIZATION

In accordance with EGUSD Board Policy and Administrative Regulation 1230 School-Connected Organizations will submit an authorization request annually.

Note: School-Connected Organizations, including parent-teacher association or organization, booster club organization, or other non-profit organization that will be soliciting and fundraising for school activities or programs. These organizations are established as separate entities from the school and district.

Organization Information	
Date of Application:	
New Organization Request	Authorization Renewal

Organization Name:	
Mailing Address:	Address1
	Address2
	City, St, Zip
Website (if applicable):	
School Site/Team/Club Supported:	

Role	Name	Address	Phone #	Email
President				
Vice President				
Secretary				
Treasurer				
Coach/Lead Teacher				
Other:				
Other:				
Other:				
Other:				

Financial Information	
Bank Name:	Authorized Signors:
EIN:	

Required Documents (include copies with authorization request)	
Constitution or Bylaws	501(c)(3) Determination Letter
Proof of Tax ID Number	Certificate of Insurance
Profit & Loss Statement for 2024/2025	Insurance Endorsement page(s)
Proposed Budget for 2025/2026	Insurance Declaration page

School-Connected Organization Acknowledgement:

We have read the applicable EGUSD Board Policies, Administrative Regulations, and EGUSD SCO Handbook regarding School-Connected Organizations and agree to abide by them including but not limited to:

- School-connected organizations shall obtain the written approval of the Superintendent or designee prior to soliciting funds upon the representation that the funds will be used wholly or in part for the benefit of a district school or the students at the school.
- Activities by school-connected organizations shall be conducted in accordance with law, board policies, administrative regulations, and any rules of the sponsoring school.
- The organization shall not act as an agent of the district or school.
- The organization shall not use the district's tax -exempt status and identification number. It shall be responsible for its own tax status, accounting, internal controls, financial reporting, retention of records, and other operations.
- The organization shall use a separate name and logo. Any use of a name or logo affiliated with the district, a district school, or a school team shall require the prior consent of the Superintendent or designee.
- A school-connected organization should consult with the principal to determine school needs and priorities.
- Any participation in fundraising activities by students and their parents/guardians and/or any donation of funds or property shall be voluntary.
- An agreement to grant the district the right to audit the organization's financial records either by district personnel or a certified public accountant whenever any concern is raised regarding the use of funds.
- Co-mingling of school-connected organization funds with district funds, including associated student body funds, is not allowed.
- If the organization is eligible by the standards of the Office of the Attorney General to hold a Raffle of Game of Chance (50/50, Bingo, etc..) they will adhere to all legal obligations required by the Department of Justice and the Office of the Attorney General.
- If the organization is temporary, or does not continue, all remaining funds will be donated to the school site/team/club supported on page one of the application.
- The organization shall not hire or directly pay any district employees without prior approval from the Superintendent or designee. If a school-connected organization wishes to pay for additional and/or extracurricular services, the person to provide the services shall be hired through the district's Human Resources Department, provided the Board approves the position. At their discretion, employees may volunteer to perform activities for school-connected organizations during nonworking hours.

School-Connected Organization Signatures

President	Date
Vice President	Date
Secretary	Date
Treasurer	Date
Coach/Lead Teacher	Date
Other:	Date
Other:	Date
Other	Date
Other:	Date
School Site Approval	
Athletic/Activity Director (Secondary Schools Only)	Date
Principal	Date