



Holton Public Schools

DISTRICT SUPPORT ORGANIZATION APPLICATION

APPLICANT INFORMATION

Legal name of organization:

Tax identification number:

Organization address:

City:

State:

ZIP Code:

Contact name:

Contact Phone:

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION

1. By-Laws of the organization (see requirements on reverse side)
2. Copy of liability insurance that names the Board as an additional insured on the policy
3. Plan for any and all fundraising activities (see requirements on reverse side)

GOALS OF THE ORGANIZATION

Briefly describe the goals of the organization:

OFFICERS OF ORGANIZATION

Name/Position:

Phone:

Name/Position:

Phone:

Name/Position:

Phone:

Name/Position:

Phone:

Name/Position:

Phone:

CERTIFICATION

I (we), as representative(s) of _____, certify that I (we) have read, understand, and agree to follow the guidelines as stated in *Board Policy 9211 District Support Organizations*.

Signature of applicant

Date

Signature of co-applicant

Date

FOR BUSINESS USE ONLY

___ By-laws included

___ Copy of insurance included

Date approved by Board:

Signature of Superintendent:

Bylaws of the organization must clearly state:

1. the purpose of the organization must be to benefit the students of the District;
2. the name of the organization;
3. the procedure for the election of officers and the length of terms;
4. provisions for student and staff involvement which are to include that a District administrator or faculty member is included on the organization's advisory board and that any student or staff involvement in the conduct of the organization's activities is subject to the approval of the Superintendent.

Each organization shall submit its plan for any and all fund-raising activities to include the following:

1. the purpose of each fund-raising activity
2. the fund-raising procedure
3. the bookkeeping procedure that will be used
4. designation of a fiscal officer for the organization who will be responsible for the accounting of funds
5. assurance that none of the proceeds from a fund-raiser are commingled with a student activity account
6. agreement that none of the activities involve the use of public funds
7. a guarantee that funds will be used in ways that are consistent with the purpose of the organization
8. agreement that any purchases made by the organization are not represented as District expenditures and do not use identification numbers of the District such as tax I.D. numbers, purchase order numbers, sales tax exemption forms, and the like