



# Bakersfield City School District

## School Connected Organization Application Form Fiscal Year 20 - 20

New Application (pre-approval)  
Complete Sections I thru IV

Renewal Application - *Required each school year*  
Complete all Sections

New Application (final approval)  
Complete Sections V thru VI

Change to Executive Board Officers  
Complete Section II

### I. GENERAL INFORMATION

Name of Organization		School Site	
Mailing Address		Date Requested	
		Web Address	

### II. EXECUTIVE BOARD OFFICERS

	Name	Address	Phone	Bank Signer Y/N	School Staff Y/N
President					
Vice President					
Secretary					
Treasurer					

### III. PURPOSE (Describe the purpose of the organization)


### IV. ANNUAL OBJECTIVES (List specific goals for the school year)


### PRELIMINARY APPROVAL

This certifies you have satisfied sections I thru IV. Please complete remaining sections and resubmit for Final Approval. You are not authorized to operate as a school connected organization until all sections have been satisfied and signature approval is received from Fiscal Services.

School Site Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**V. FINANCIAL INFORMATION**

<b>Name of Bank</b>		<b>Account Number</b>	
<b>Address of Bank</b>		<b>Authorized Signers</b>	
<b>Tax ID # (EIN)</b>		<b>not listed on Section II</b>	

**VI. REQUIRED DOCUMENT (Attach copies)**

- |   |  |
|---|--|
| <input type="checkbox"/> Organization Constitution  | <input type="checkbox"/> 501 (c)(3) IRS Determination Letter |
| <input type="checkbox"/> Organization Bylaws  | <input type="checkbox"/> Certificate of Insurance            |
| <input type="checkbox"/> Proof of Tax ID #  | <input type="checkbox"/> Proposed Fundraising List           |
| <input type="checkbox"/> Booster Club Manual Acknowledgement Form signed by each Officer <b>(Booster Club Only)</b> |  |

\*Booster/Parent Club is responsible for their own tax status and accounting.  
 \*The ability of Booster/Parent clubs to solicit students to help in their activities is limited by Ed. Code Section 51520.  
 \*All disbursements from Booster/Parent Club funds must be done by check and signed by two (2) officers. **NO SCHOOL PERSONNEL MAY SIGN CHECKS.**  
 \*All Booster/Parent Clubs automatically grant to the District the right to audit their financial records at any time either by District personnel or by a CPA.  
 \*Any programs, fund raisers or other activities planned by Booster/Parent Clubs shall only be permitted if properly scheduled and calendared according to the rules of the sponsoring school.  
 \*Booster club will carry a liability insurance in the amount equal to or exceeding the minimum determined by the District ([\\$1 million per occurrence and 2 million in the aggregate for bodily injury and property damage](#)).  
 \*Any authorizations granted under this regulation will be valid for one year from the date of such action. All requests to continue existence will require a reapplication and renewal of authorization by District.

**President Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Secretary Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submit School Connected Organization application (including attachments) to Fiscal Services, Attn: Charisse Adams**

**FISCAL USE ONLY: FINAL APPROVAL**

Authorizations are granted per school year. You must resubmit your application annually to continue to operate as a This certifies you have satisfied all sections of the Bakersfield City School District Application for School Connected Org. school connected organization.

**District Administrator Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Authorized Date:** From \_\_\_\_\_ To \_\_\_\_\_

**FISCAL USE ONLY: DENIED APPLICATION**

Based upon the information submitted on this application the Bakersfield City School District hereby denies the Application for School Connected Organization.

**Signature of District Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rationale:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**A School Connected Organization reserves the right to re-apply once the basis for denial has been remedied.**



# Bakersfield City School District

## Revocation of Application for a School Connected Organization

### GENERAL INFORMATION

School Year	
Organization	
Org. Contact	
School Site	

### REASON FOR REVOCATION OF SCHOOL CONNECTED ORGANIZATION

- Non-Compliance                       Incomplete Paperwork                       Other (describe below):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### For School Use

It is recommended by site administration to revoke the application of above named organization.

Signature of School Site Principal: \_\_\_\_\_ Date: \_\_\_\_\_

### For District Office Use

In accordance with Board Policy 0300.21 the Bakersfield City School District, by recommendation of the School Site Principal, hereby approves the request to revoke the application of the above named organization.

*All organization fundraising activities shall cease operation immediately and the process for Dissolution under the organization Bylaws shall begin.*

Signature of District Administrator: \_\_\_\_\_ Date: \_\_\_\_\_