



Tuba City Unified School District

Parent Support Group and Booster Club
Operations Manual

2024-2025

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Welcome Letter to Parent Support Groups and Booster Clubs

Some of the strongest school support comes from parents or organizations having strong interest in specific student groups or school activities. These organizations are encouraged to support their activities whenever possible under the law and guidelines of the District.

Parent support organization groups contribute to the success of Tuba City Unified School District and can also provide the opportunity for parents and other community members to engage in fundraising activities for their local school.

With clear guidelines in place, a parent support organization can avoid conflicts and violations of law, provide direction to parents and staff, and ensure the District policy is being followed.

Parent support organizations must follow specific Internal Revenue Service (IRS) guidelines.

Tuba City Unified School District will approve and recognize a parent support group organization only when it operates in compliance with the policies and operating procedures of the District. Only an approved parent support group organization may access and utilize District facilities in accordance with District facilities policies and guidelines, and raise funds in the name of the District or any District school or school-sponsored activity. To remain in good standing with the District, every parent organization must conduct its activities in a manner consistent with the goals, mission, philosophy, policies and operating procedures of the District.

This manual is designed to answer questions, be a guide and resource for parent support organizations and make available training to staff on the District's requirements for parent support organizations raising funds in the community for District schools. This procedures manual contains helpful hints for establishing parent support organizations. This information does not constitute as the District rendering tax or legal advice. Parent support organizations must follow specific Internal Revenue Service (IRS) guidelines and it is recommended that all parent support organizations consult a legal and tax professional with questions that may arise during the course of business.

Tuba City Unified School District assumes no responsibility for consequences resulting from the use of the information provided in this document. Parent support group organizations are separate legal entities from the schools and TCUSD. They are free to organize; however, they must receive TCUSD approval in order to represent or operate using an TCUSD mascot/team/club name as well as district facilities or participating in a joint fundraiser with district student clubs. Parent support group organizations are advised to consult legal or tax professionals for any potential issues or questions.

Definitions

Parent Support Group Organization

For the purposes of this operating manual, the term parent support group organization is used to define District Foundations, Parent Teacher Organizations (PTO), Parent Teacher Student Organizations (PTSO), Parent Teacher Associations (PTA) and Booster Groups.

District Foundation

A group of parents and/or community members who are organized to support all efforts of the District. The foundation does not support an individual program, rather supports a district-wide efforts, which benefit the entire school community.

Parent Teacher Organization

A group of parents and/or community members who are organized to support a school-wide effort and are not organized for an individual sport, activity, class, or program.

Club or Sport Boosters

Organizations that support a specific sport or fine arts to support the student program district-wide. This group is typically a more focused group from a Parent Teacher Organization or Foundation. A Tuba City Unified School District Booster Organization's main mission is to support Tuba City Unified School District student programs.

Student Clubs

A group of students who participate in a District approved club. These are efforts lead by the students to benefit the students and include a District sponsor. These are often student interest-based clubs & athletics.

Fundraising

Items, practices or services sold in order to receive a profit in the form of money or goods and services. These funds are used for the benefit of the foundation, parent support organizations or booster club.

Joint Fundraising

A predetermined fundraising event where the funds are divided between two distinct groups in relation to the participation of the contributors. Arizona Attorney General Opinion I84-032 requires that any fundraising involving a student club must proportionately share the revenues collected.

Raffles/Games of Chance

Lottery with objects as prizes; an event in which numbered tickets are sold, some of which are drawn at random to win prizes. The prizes in a raffle are often goods and services rather than money and raffles are usually held in order to raise money for an organization. Arizona Attorney General Opinion I84-018 states school district clubs are prohibited from holding raffles. Even if the activity is called something other than a "raffle" the activity is prohibited if it involves the selling of a ticket for the chance to win a prize through a drawing.

Bingo Games

Attorney General opinion I85-032, indicates parent support organizations may operate bingo games on school district property upon approval by the Governing Board of the District in conformance with Arizona Revised Statute (ARS) §15-1105; provided the organization obtains a bingo license pursuant to ARS §5-401.

Silent Auction

Silent auctions where there is no auctioneer selling individual items may be permissible by a parent support group organization. Bids are written on a sheet of paper and at a predetermined time, the highest listed bidder wins the item and pays the price he or she submitted.

Organizational Guidelines

The principal of the school should be made aware of all activities involving their students, both on and off their campus, as well as any activity sponsored by the parent support or booster organizations. For the purpose of these guidelines, foundations, parent support group organizations and boosters are all identified as parent support organizations.

Developing a Parent Organization

Parent support organizations are organizations formed by parents, teachers, and school staff to support their local schools. Whether it is recruiting volunteers to help at the school or fundraising to support programs and activities, parent support organizations are one way for a community to rally around a school.

To establish a parent teacher organization, the parent volunteers shall seek approval from the District administration. In order to be a District recognized parent support group organization, the organization will need to file an annual application with the District by **September 15** of each year. This application can be found in [Appendix A](#). The parent teacher organization will need to establish bylaws to clearly communicate the purpose of the parent support group organization and establish the operating agreements. The parent teacher organization will need to establish bylaws to clearly communicate the purpose of the parent support group organization and establish the operating agreements. It is recommended that independent legal advice be sought when creating bylaws.

The parent support group organization name on its bank account must clearly differentiate the organization from the District/School. Use of the school’s mascot in the title is acceptable with permission from the principal.

To be recognized as a District recognized parent support group organization, each group must complete the following:

	Contact school administrator prior to formally organizing
	Complete an application to be recognized as a parent support group organization
	Develop and adopt organizational by-laws and establish officers of the organization
	File IRS Form SS4 to obtain a taxpayer ID number
	Develop an annual budget and goals
	Establish a bank account
	Meet with school administrator for approval of fundraising activities
	Contact the Arizona Corporation Commission for application of non-profit corporation
	File application and Articles of Incorporation from the Arizona Corporation Commission
	File IRS Form 1023 “Application for Recognition of Exemption”
	Final annual report to the Arizona Corporation Commission
	File IRS Form 990 to the IRS annually
	Seek independent legal and/or tax advice to ensure the organization is established properly
	Submit annual report to the Business Manager

Operating a Parent Support Organization

Communication is the key. Clear communication, as well as updating changes in officers and employees at the school site will help the in the execution of the mission of both the parent support organization and the school. Understanding the nature of the school and the dynamics of school district guidelines will help the parent support organizations and the school work smoothly together.

Parent support organizations may **not** make any commitments on behalf of the district or schools.

The school district may require verification of certain types of records maintained by the parent support organizations. Therefore, the following is a list of recommended practices the parent support organization should abide by:

- All fees and operating expenses shall reflect actual expenses and bank fees (credit card transaction fees and return check fees), shall be clearly identified, and shall be approved in advance by the parent support group organization.
- Require two signatures on each check drawn on the bank account
- School officials (any employee) should be in an advisory role only and not should be one of the officers or bank signers
- Maintain a file of all meeting minutes, even if there are no agenda items regarding the purchase of items or expenses, services or fundraising requests
- Strictly control credit cards issued on behalf of a parent support organizations with procedures in place to protect the group and the school
- Establish strong cash controls with procedures and consequences in place for all transactions
- Create an efficient paper trail of all transactions to assist in the deterrence of any misrepresentations or allegations of wrongdoing

Establishing Bylaws

The Parent Support Organization should develop and adopt bylaws. These bylaws should include provisions for officers and their duties and term of office, including the election or change of officers when necessary, amending the bylaws, and following Robert's Rules of Order, as well as other provisions. It is recommended that independent legal advice be sought when creating bylaws.

Tax Identification Number

Parent support organizations are required to have their own tax identification number from the IRS.

This can be obtained by applying with the IRS at <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

Tax Exempt Status

Parent support organizations may consider not for profit incorporation to provide a legal shield against certain liabilities that may pass through to the officers or members of the organization. Not for profit incorporation also serves as the foundation for the organization to apply for tax-exempt status. If a parent organization chooses to pursue this option, the organization will need to contact the Arizona Corporation Commission (ACC) as well as draft Articles of Incorporation, Bylaws and possibly annual filing with the Arizona Secretary of State.

Most parent support organizations are publically supported IRS 501(c)3 organizations.

Exempt organizations are not required to incorporate. However, the following are compelling reasons to incorporate:

- Officers of non-incorporated organizations can be personally sued
- Members of “information” organizations can be held financially liable for income tax all the way back to the first members of the organization
- Organizations not recognized by the IRS as exempt cannot accept tax deductible donations and donors cannot deduct contributions on their personal tax returns

Liability Insurance

Arizona School Risk Retention Trust insurance policy includes liability insurance for parent support organizations as long as their meetings and activities are approved and co-sponsored by a school administrator. The parent support organization needs to keep a file of this for their records. The organization should also be acknowledged by the District Governing Board. District policy KJA defines the District policy regarding relationships with parent support group organizations. In order to be a District recognized parent support group organization, the organization will need to file an annual application with the District. This application can be found in [Appendix A](#).

Students are not permitted official childcare services for children of parents participating in parent support organization meetings or any other meetings. Their services are not covered by the District’s insurance policy. Further, students have not been screened/fingerprinted as regular employees have been.

Activities requiring the use of items such as food trucks and inflatable rides will require additional documentation for approval. The parent support organization should contact the District Business Services Department for more information. Additional documentation for certain fundraisers such as food trucks and inflatable rides may need to be submitted prior to the event.

Establishing Officers

Officers of the organization should be established as defined in the bylaws (usually: President, Vice President, Secretary, Treasurer).

Membership Guidelines

The parent support organization **promotes** and **contributes** assistance in the areas of educational support, fund-raising, District representation, social events and **encouraging parent involvement** in the school community.

Coaches, principals and other employees of the District should play an advisory role only to the parent groups. They cannot be officers or check signers on any parent support organization bank account. District employees shall only participate with the parent support group organization when not on District time. Note – classified/non-exempt, hourly staff may not perform any parent support group organization duties while on District time.

Parent support organizations should have a unique name that does not include the name of the school. This is intended to ensure there is no confusion between the parent support organization and the school district.

Parent support organization board - All board member positions should be filled and their role and duties understood. Committee chairpersons should be in place and have their committee contacts and objectives.

Teachers/Staff - Teachers and other campus staff are an important part of the parent support organization. As teachers, it is beneficial to work with the parents for planning purposes to ensure the parent support organization compliments the mission of the school and classroom.

Campus Administrators – School administrators should not serve as officers or check signers. They should work in a collaborative manner with the parent support organization.

Parents and families – Parents are a critical component of the success of the parent support organization.

A parents support group organization shall not directly employ, contract with, supplement the salary of, or in any other way compensate any District employee for work performed for a school program, student activity or student organization.

Student involvement can vary to include serving in a membership and student leadership role to engaging a student perspective within the Parent Support Organization. Input from students can help ensure the activities reflect the student interests and engage students in the groups work. However, students shall never be held to any financial responsibilities and duties. Students are not permitted to babysit for parent support group organization meetings on District property. Their services are not covered by the District's insurance policy and students have not been properly fingerprinted as regular employees have been.

Financial Guidelines

All Foundations, Parent Support Organizations, PTSOs, PTAs and Booster Clubs are legally separate entities from the School District. The organizations must have their own bank accounts and taxpayer identification numbers. Parent support organizations cannot use the district's taxpayer identification number, accept donations on behalf of the district or issue a donation acknowledgement letter on behalf of the district. Parent support organizations are prohibited from collecting student participation fees or tax credit payments for a school sponsored event or programs. These types of payments need to be made at the school through school district approved procedures.

Internal Controls

Strong internal controls are the basis of strong financial policies. The parent support organization shall ensure that no one individual is responsible for an entire transaction. When monies come in – no one person should be responsible for receiving, depositing, recording and reconciling the receipt of funds. When monies go out, no one person should be responsible for authorizing payments, disbursing funds, and reconciling bank statements.

Annual Budget

The organization should develop an annual budget plan and goals for the organization, and plan activities for the year based on the budget and shared site/parent organization goals.

Banking

Checking accounts should require two signatures on all checks. Monthly bank statements should be mailed to a post office box or school address and not an individual's home. Debit cards and online expense payment services may be used, but it is highly recommended that strong policies be implemented which limit the number of cardholders/users and establish spending limits and expenditure purposes (such as budgeted or pre-approved purchases only). As a best practice, it is advised that Parent Support Organizations shall not allow the electronic transfer of monies from applications such as Zelle, Venmo, etc. If a Parent Support Organization allows for such transactions, the appropriate internal controls shall be established.

Fundraising Procedures

Fundraisers coordinated by the parent support organization may involve ([Appendix B](#)):

- Parent support organizations/boosters only – requires fundraising authorization and approval form signed by the parent support group organization board officer and the site principal.
- Parent support organizations /boosters and student body - requires fundraising authorization and approval form signed by the parent support group organization board officer and the site principal.
- Parent support organizations/boosters and specific student activities club - requires fundraising authorization and approval form signed by the parent support group organization board officer and the site principal. All funds must be split proportionately between the parent support organization and the student club.

Funds collected by parent support organizations must be kept by the organization off campus. No funds collected on behalf of the parent support organization will be kept on the school's campus. All fundraising is presumed to have the intent that the funds will be raised for students within our District. Therefore, any fundraising events must be appropriate based on the age of students and all funds raised

for a District organization or event must use the funds for the purpose for which they were raised. In the event the group that raised the funds changes bank accounts, the organization must ensure that the funds are transferred to another qualifying bank account or donated directly to the district for the purpose(s) for which the funds were raised, less only actual bank and accounting fees.

Fundraising on or off campus by parent support organizations must be pre-approved, in writing, by the school's principal. The safety of our students is of paramount concern in any activity or event where they are present.

If the fundraising event is located on a school campus and is during school hours or as part of a school program, a school district official must be present to supervise and control the event regarding use of the school's facilities and the activities the students are engaged in. All Parent Support Organizations utilizing District property must understand the conditions outlined in the Facilities Use Agreement Manual provided by the District. Further, a Tuba City Unified School District Facilities Request Form must be completed for all on campus events ([Appendix H](#)).

Attorney General opinion I84-032 requires if the fundraiser is a joint event with a student club, a preapproved distribution of funds must be determined.

Raffles, or other games of chance, are never allowed when students are involved. Students cannot participate, handle, solicit or otherwise be involved in any form of games of chance or gambling.

The parent support organization **cannot** require members or students to fundraise or to raise a certain amount. For example, a student's ability to attend a trip cannot be based on raising a certain amount of money. The parent support organization may track funds for each student for accounting purposes only. Students shall not be denied the opportunity to participate in a school-sponsored activity because of an inability to fundraise. Fundraising is an opportunity to generate revenue for the Parent Support Organization as a group and is not intended for individuals. Therefore, revenues should be recorded in a group account from which all members or students have the opportunity to benefit equally. One member or student should not receive a larger benefit from fundraising than another. In addition, if a member or student chooses not to participate in the fundraiser, that person still receives an equal benefit from the revenues generated.

Crowdfunding fundraisers should be used limitedly. Only an approved student club or approved parent support group organization may raise funds in the School or District name. The principal must pre-approve all crowdfunding projects prior to be posted. Any campaign that involves raising funds for technology or capital improvements must be preapproved.

Raffles/Games of Chance

Per Arizona Attorney General Opinion I84-018 school district clubs are prohibited from holding raffles. Even if the activity is called something other than a "raffle" the activity is prohibited if it involves the selling of a ticket for the chance to win a prize through a drawing.

Generally, entities that are not school controlled (such as off-campus clubs, clubs sponsored by civic groups, or parent-teacher organizations) and entities that also fit within the tax exempt categories defined by A.R.S. §43-1201 may hold raffles if they also meet the requirements of A.R.S. §13-3302.B.

Silent Auction

Silent auctions where there is no auctioneer selling individual items may be permissible by a parent support group organization. Bids are written on a sheet of paper and at a predetermined time, the highest listed bidder wins the item and pays the price he or she submitted. Silent auctions are not considered to be a form of gaming and therefore, parent support organizations are permitted to hold a silent auction.

Bingo Games

Attorney General opinion I85-032, indicates parent support organizations may operate bingo games on school district property upon approval by the Governing Board of the District in conformance with Arizona Revised Statute (ARS) §15-1105; provided the organization obtains a bingo license pursuant to ARS §5-401.

Cash Handling Procedures

Cash handling procedures should be segregated amongst multiple volunteers. When collecting monies, the parent support organization should issue receipts, use a prenumbered ticket process or maintain an inventory of items sold. All cash collected should be reconciled and documented on a Cash Collection Worksheet ([Appendix C](#)). The monies collected should be safeguarded until they can be deposited and all deposits should be documented utilizing a Deposit Form ([Appendix D](#)).

Before the event:

- Cash box/change fund request must be given to the treasurer at least one week before the event.
- Be sure to have calculators at the event for calculating totals and change, as needed.

At the event:

- The treasurer will provide the cash collectors the cash box requested.
- Never leave the money alone. Always have two adults with the money at all times.

At the end of the event:

- All monies received must be counted by two people.
- Please separate currency by denomination and fill in amounts on the Cash Collection Worksheet.
- The monies collected and the completed Cash Collection Worksheet must be given to the Treasurer within 24 hours of the event. Contact the Treasurer to make arrangements to transfer the funds. When the Treasurer receives the bank receipt for the deposit and verifies that the deposit is in the bank account, the monies will be recorded in the ledger.
- Monies can never be left at the school.

Change Fund/Cash Box Procedures

Occasionally, at a fundraiser event, there may be a need for a change fund/cash box. Change funds may be established from the parent support organization bank account. Change funds should be established by a check made payable to the change fund custodian and returned at the end of the event. Change funds/cash boxes should be documented on a Change Fund/Cash Box Request ([Appendix F](#)).

Donations

Certain events may have a need to solicit donations in the community in the form of cash or in-kind contributions. Donation requests should be submitted to potential donors on letterhead. Prior to requesting a donation, verify with the officers to ensure multiple requests are not made to the same company. Any donor who requests documentation of the parent support organization's tax exempt status should be provided with the IRS tax exempt determination letter. Reports of all donations must be made to the treasurer immediately.

Expenditures Procedures

All expenses should be approved by the parent support organization board. It is a best practice to not make cash payments. If a parent support organization volunteer needs to be reimbursed for an expense, the individual should complete a Reimbursement Request ([Appendix G](#)).

Certain vendors may be required to receive a 1099-Misc at the end of each calendar year. This determination is made based on the vendors' tax status identified on the W-9 form.

District employees shall not direct the expenditures of the parent support group organizations. District employees may help provide input on the needs of the school, program, activity, however, the decision of how to expend the parent support group organization monies is at the discretion of their membership/board.

All donations provided to District schools must be accepted and accounted for in accordance with District policy.

Bank Reconciliation Procedures

Bank accounts must be reconciled monthly by the treasurer and reconciliations reviewed by a non-check signer. The bank reconciliation summarizes the account activity and reports the ending cash balance for the bank account. The bank reconciliation identifies all outstanding checks, deposits that were made after the bank statement date and any bank charges and interest. The reconciliation is performed to verify the accuracy of the bank and parent support organization balances.

Monthly Board Report

The Treasurer should produce a monthly financial report to the parent support group organization board after the receipt of each bank statement.

- The report should identify all revenue sources during the month that reconcile with the deposits on the bank statement.
- The report should itemize all expenditures paid during the month (including online payment and debit transactions and bank fees/miscellaneous charges), listing by date, check number (if applicable), who it is written to, description of expense, and dollar amount.
- Cash balances on the report should be reconciled to cash balances on the bank statement monthly. This reconciliation should be reviewed by a non-signer prior to presentation and approval by the Board.
- Copies of the report and bank statement (with account number not showing) should be made available to all board members monthly and any other members that request the report or express interest.
- Board members should vote to approve the financial report(s) after it is presented at all regular Board meetings. Approval should be noted in the minutes. Similarly, the financial reports should be presented and approved at all regular meetings of the general membership, with approval

noted in the minutes. The financial reports should be maintained with the minutes for a minimum of three years.

Parent Support Organization Annual Financial Report

At the close of each fiscal year, the parent support organization is expected to submit a financial summary report to the District Business Services Department that includes the following information.

- Beginning balance
- Total revenue
- Total expenditures
- Ending balance

Use of District Facilities

Parent support group organizations may only use District facilities if it applies for and receives permission for the use of the facilities in accordance with Governing Board policy. All facility requests must be made in accordance with the procedures outlined in District policy KF - Community Use of Facilities. The District use of facilities request form is included in [Appendix H](#).

Approved parent support group organizations that are conducting activities for the benefit of the District are covered by the liability insurance policy of the District without cost to the parent support group organization or its members. Parent support group organizations may not use District facilities for any activity that is not covered by the District's insurance. Prohibited activities include climbing walls, rock walls, ropes courses, or similar activities in excess of 10 feet. The District does not allow dunk tanks on District property. Inflatable rides/bounce houses and food trucks may be permissible with proper prior approval by the District administration. Certain insurance documentation will be required by the vendor.

Appendices

Appendix A – Parent Support Organization Application



2024-2025 APPLICATION FOR GOVERNING BOARD APPROVAL
TUBA CITY UNIFIED SCHOOL DISTRICT PARENT SUPPORT ORGANIZATIONS

Name of Organization _____ School _____

Related Student Organization /Club _____ Taxpayer I.D. No. _____

2024 - 2025 Officers

Name: _____
Office Held: _____
Address: _____

Phone(s): _____
e-mail: _____
Date taking office: _____

Name: _____
Office Held: _____
Address: _____

Phone(s): _____
e-mail: _____
Date taking office: _____

Name: _____
Office Held: _____
Address: _____

Phone(s): _____
e-mail: _____
Date taking office: _____

Name: _____
Office Held: _____
Address: _____

Phone(s): _____
e-mail: _____
Date taking office: _____

Formal Non-Profit PLEASE ATTACH:

- 1) Last fiscal year I.R.S. Form 990 Annual Report
- 2) Most recent treasurers financial report
- 3) Most recent bank statement
- 4) Last FY AZ Corp. Comm. Annual Report
- 5) Current Operating Bylaws
- 6) I.R.S. Determination Letter (if new)
- 7) Articles of Incorporation (if new)

Informal Non-Profit PLEASE ATTACH:

- 1) Current operating bylaws
- 2) Most recent treasurer's financial report
- 3) Most recent bank statement

Has a bank account been established? Yes No

Are two (2) signatures required on the account? Yes No

Are the bylaws reviewed annually? Yes No

Is there a Budget Plan in place? Yes No

Member meetings are held how often? _____

Executive meetings are held how often? _____

As officers, we hereby agree to abide by the bylaws of our organization, attend annual District-provided Parent Support Group financial training, and to follow the District's Guidelines for Operation and Financial Responsibility while we strive to improve our children's educational opportunities where support is needed.

Officer's Signature	Date	Officer's Signature	Date
Officer's Signature	Date	Officer's Signature	Date

Principal's Approval: _____ Date Approved _____

Disclaimer: The District assumes no responsibility for the accuracy of any information provided by the Parent Organization submitting this form. Documents provided by the Parent Organization will be kept on file at the District Office solely for the convenience of the organization.

Forward Completed Form to the Business Manager

Appendix B – Fundraiser Request Form



Tuba City Unified School District Fundraising Authorization and Approval Form

(Copies of this form should be filed with the School Principal and the Organization)

Name of Club/Organization: _____

Contact Person: _____ Phone: _____

Position in Organization: _____

Date of Request: _____ Organization's Meeting Date (of approval): _____

Will student-club be involved: Yes No If yes, proceeds must be proportionately distributed (*see below*)

Purpose of Fundraiser: _____

Fundraiser Method & Description (what will be sold, how will it be sold, at what function will it be sold, etc.)

If the fundraiser is co-sponsored between parent organization and student club, describe how the fundraising funds will be divided: _____

Location of Fundraiser: _____

Start Date: _____ End Date: _____

All fundraisers must have the approval of the school administrator. Tuba City Unified School District activities that are done for the purpose of fundraising must be initiated, sponsored and recorded by one of the following groups.

Fundraisers that are co-sponsored must be initialed by both groups. Initial all appropriate:

- _____ A. TCUSD Authorized Student Club (Advisor's and Club Officer's initials are required). We acknowledge that student clubs who sponsor a fundraiser must always deposit funds and record expenditures in the TCUSD student account and follow the TCUSD Student Activities Handbook guidelines.
- _____ B. TCUSD Recognized Parent Support Group Organization (Officer's initials required). We acknowledge that the parent support group organization (PTO/Booster) who sponsor fundraisers must record receipts and expenditures in the parent support group organization's checking account. (Joint fundraisers must have the appropriate initials in A and B)

All contracts that have been thoroughly reviewed for clear understanding, including minimum charges and consequences of possible unsuccessful fundraiser, and have been reviewed with the school Principal.

 Club Advisor Signature Date Parent Organization Officer Signature Date

Authorization			
Student Council Officer Signature	Date	School Principal Signature	Date
Board Approval Date for Student Club Fundraisers: _____			

Appendix C – Cash Collection Worksheet



**PARENT SUPPORT GROUP ORGANIZATION
 CASH COLLECTION REPORT**

Parent Support Group Organization Name _____ Date _____

Event/Description _____

Denomination	Person A – Dollar Amount	Person B – Dollar Amount
Total Dollar Amount of Checks	\$	\$
\$100.00		
50.00		
20.00		
10.00		
5.00		
2.00		
1.00		
.50		
.25		
.10		
.05		
.01		
Total Account Deposit (Cash & Checks)	\$	\$

Amount collected and documented should reconcile to individual receipts issued, tickets sold, or inventory of goods sold.

Units Sold (#)	Amount/Unit (\$)	Cash Collected	Item Sold/Description
X	=		
X	=		
X	=		
X	=		
X	=		
X	=		
X	=		
X	=		
X	=		

Total Deposit: \$ _____

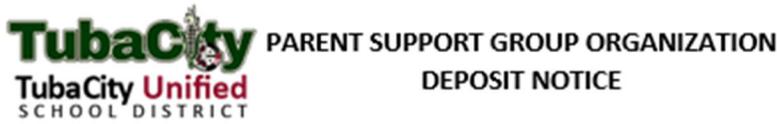
The persons signing below are verifying that the Total Deposit amount is \$ _____

 Printed Name of Person A Signature of Person A Date

 Printed Name of Person B Signature of Person B Date

 Printed Name of Organization Officer Signature of Organization Officer Date

Appendix D – Deposit Form



Parent Support Group Organization Name _____ Date _____

Event/Description _____

Check Number	Check Amount
Total Checks	\$

Denomination	Quantity of Denominations	Total Dollar Amount
Total dollar amount of checks from above		\$
\$100.00		
50.00		
20.00		
10.00		
5.00		
2.00		
1.00		
.50		
.25		
.10		
.05		
.01		
Total Account Deposit (Cash & Checks)	\$	

 Printed Name (Providing Deposit) Signature Date

 Printed Name (Accepting Deposit) Signature Date

Attach a copy of the bank deposit ticket.

Appendix E – Donation Form

**TUBA CITY UNIFIED SCHOOL DISTRICT NO. 15
PARENT SUPPORT ORGANIZATION
DONATION ACKNOWLEDGEMENT**

All donations must be approved by Parent Support Group Organization.

Name of Club accepting donation: _____

Purpose of Donation: _____

Description of Donation: _____

Amount and/or value of donation: \$ _____

Name of party making donation: _____

Officer Signature _____

Appendix F – Cash Box/Change Fund Request



PARENT SUPPORT GROUP ORGANIZATION CASH BOX/CHANGE FUND REPORT

Parent Support Group Organization Name _____ Date _____

Event/Description _____

A change fund is issued for the purpose of making change at an event. The funds issued in the cash box/change fund shall not be used for expenditures. The full amount of the cash box/change fund shall be returned and redeposited into the Parent Support Organization bank account.

Cash Box/Change Fund:

I, _____, acknowledge the receipt of \$ _____ from the
_____ (name of Parent Support Organization) to be used for the
following purpose:

I understand that the total amount of the cash box/change fund must be returned for deposit.

Printed Name of Individual Signature Date

Printed Name Organization Official Signature Date

Return of Change Fund

Amount of cash box/change fund returned \$ _____

Date funds were returned _____

Printed Name of Individual Signature Date

Printed Name Organization Official Signature Date

Appendix G – Reimbursement Request Form



**PARENT SUPPORT GROUP ORGANIZATION
REIMBURSEMENT REQUEST**

Requestor Name _____

Phone _____

Date _____ Amount \$ _____

Date of Expense Approval _____

Purpose of Funds Being Reimbursed

Method of Delivery _____

Printed Name of Individual

Signature

Date

Attach a copy of the detailed receipt.

For Treasurer Use Only

Date Paid _____

Check Number _____

Board Approval Date _____

Printed Name Organization Official

Signature

Date

Appendix H – Use of Facilities Request Form

COMMUNITY USE OF SCHOOL FACILITIES REQUEST FOR USE OF SCHOOL FACILITIES

Date _____, 20____
 TO: _____
 We, _____, request the use of a school building
 facility at _____ Name of organization/group _____
 School for the purpose of presenting the following
 program: _____

Specific location requested _____
 We wish the above facility on the following dates: (An attachment is acceptable.)

Day(s) of week	Month	Date(s)	Year	Hours
----------------	-------	---------	------	-------

If equipment, lighting, tables or chairs are required please specify and indicate any special arrangements needed on the form provided.

There & _____; (will) & _____; (will not) be an admission charge. The admission will be _____ for adults and _____ for

children. The proceeds will be used for: _____

The rental fee will include custodial or school personnel services, utility costs, and equipment usage fee, if applicable. *NOTE:* Food services charges and technicians are paid separately.

Two (2) people the district may contact, if necessary, are:

Name _____ Address _____
 Phone: (work) _____ (home) _____ Zip code _____

Name _____ Address _____
 Phone: (work) _____ (home) _____ Zip code _____

We agree to become familiar with and abide by the printed rules and regulations of the district concerning the public use of school facilities and conduct on school grounds.

This request shall be submitted at least two (2) weeks prior to the requested date(s).

RENTAL IS PAYABLE IN ADVANCE TO _____
 Remit to District Office, _____
 Signatures and titles of organization representatives (2)

FOR DISTRICT USE ONLY

LEASE AGREEMENT (where applicable)

It is understood that all rates quoted, as well as other conditions stipulated, are a part of this agreement and that proof of liability insurance is required.

Base charge of facility to be used \$ _____
 Additional charges \$ _____

Total \$ _____
 Classification of user (circle one)
 I II III

Your application for school building usage has been:

____ Recommended ____ Not recommended for approval
 Date: _____ Principal _____

District Action
 ____ Denied or altered for the following reason(s): _____

____ Approved: _____

Business Administrator _____ Superintendent _____
 Date _____ 20 _____