

Central Unified School District

Application for School Connected/Booster Club



New Application



Renewal Application

(required each school year)

GENERAL INFORMATION

Name of Organization	Central High Pep & Cheer Booster Club	School Site	Central High School
Mailing Address	6737 N Milburn Ave #160 P.O. Box 8 Fresno, CA 93722	School Year	2017-2018
		Date Requested	08/03/2017

EXECUTIVE BOARD OFFICERS

	Name	Address	Phone	Email
President	Darla Pool	7369 N Babigian Ave Fresno 93722	559 259-6164	darlapool@gmail.com
Vice President	Daphne Saunders	4089 W Menlo Ave Fresno 93722	559 930-9880	dsaunders5@sbcglobal.net
Secretary	Michelle Dennie	5281 W Fir Ave Fresno 93722	559 394-9035	michelle.dennie@gmail.com
Treasurer	Daphne Saunders	4089 W Menlo Ave Fresno 93722	559 930-9880	dsaunders5@sbcglobal.net

PURPOSE (Describe the purpose of the organization)

To raise monies to help supplement the district budget provided to the Central High Pep & Cheer program.

ANNUAL OBJECTIVES (List specific goals for the school year)

Please see the attached Annual Budget.

FINANCIAL INFORMATION

Name of Bank	Chase Bank	Account Number	438903101
Address of Bank	3751 w Shaw Ave Fresno, CA 93711	Authorized Signers	Daphne Saunders
			Darla Pool
Tax ID #(EIN)	81-3949246		

REQUIRED DOCUMENTS (Attach Copies - New {N} & Renewal {R}) - Excluding PTA's

<input checked="" type="checkbox"/> Constitution {N}	<input checked="" type="checkbox"/> 501©3 Determination Letter {N}	<input checked="" type="checkbox"/> Certificate of Insurance - {N, R}
<input checked="" type="checkbox"/> Bylaws {N}	<input checked="" type="checkbox"/> Proof of State Tax Exempt Status {N}	<input checked="" type="checkbox"/> Insurance Endorsement Page{N, R}
<input checked="" type="checkbox"/> Proof of Tax ID # {N}	<input checked="" type="checkbox"/> Seller's Permit - {N,R}	<input checked="" type="checkbox"/> Insurance Declaration Page - {N, R}
<input checked="" type="checkbox"/> Acknowledgement Form signed by each Officer - {N,R}	<input checked="" type="checkbox"/> Hold Harmless Agreement - {N,R}	<input checked="" type="checkbox"/> Proof of Crime/Fidelity Bond Insurance {N, R}
<input checked="" type="checkbox"/> Annual Budget {N, R}	<input type="checkbox"/> Prior Year Profit and Loss Statement {R}	

REQUIRED DOCUMENTS -PTA's (Attach copies)

<input type="checkbox"/> Annual Budget	<input type="checkbox"/> Certificate of Insurance	<input type="checkbox"/> Insurance Endorsement Page
<input type="checkbox"/> Insurance Declaration Page	<input type="checkbox"/> Hold Harmless Agreement	<input type="checkbox"/> Acknowledgement Form signed by each Officer
<input type="checkbox"/> Prior Year Profit and Loss Statement		

FINAL APPROVAL

This certifies you have satisfied all sections of the Central Unified School District Application for School Connected/Booster organization.
 Authorization are granted per school year. You must resubmit your application annually by March 15 to continue to to continue to operate as a School Connected/Booster organization.

Signature of School Site Administrator:



Date:

8-9-17

Signature of Chief Business Officer:

Board Approval:

Authorized Date:

From

_____ To _____

** You are not authorized to operate as a school connected/booster until Board Approval and signature for final approval is received from the school site administrator.*

**BY LAWS
OF
CENTRAL HIGH PEP & CHEER
BOOSTER CLUB**

ARTICLE 1-GENERAL PROVISIONS

1.1 NAME

The name of the organization shall be known as Central High Pep & Cheer Booster Club herein known as CHPCBC

1.2 STATEMENT OF PURPOSE

The object of CHPCBC shall be to;

- A. Raise monies to help supplement the district budget provided to the Central high School Pep & Cheer Program.
- B. Provide program support as needed for CHPCBC events.
- C. This corporation is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the internal Revenue code, or any corresponding section of any future federal tax code. No proceeds from the corporation will enrich any individual except that reasonable compensation may be paid for services to the corporation.

1.3 ORGANIZATION RESPONSIBILITIES

CHPCBC responsibilities shall be to work together with Central High School Cheer staff and students to provide fundraising opportunities and financial support to the Central High Pep & Cheer program including spring and summer feeder program for high school and younger athletes.

1.4 MEMBERS

- A. Members of this organization include parents, coaches and community volunteers.
- B. New members can join at any time throughout the existence of the club. All members must be committed to attending monthly, bi-weekly, or weekly meetings and participating in all fundraising and program enhancing activities. Failure to commit to these areas could result in removal from club by majority vote.

C. MEMBER EXPLOITATION

In no way will secondary agendas occur within the realm of this club. Members shall not use the Booster Club as a platform to promote their student-athlete or negatively influence the direction of the Pep & Cheer program. Coaches, parents and other members of the club should collectively work together for the betterment of the Pep & Cheer program.

D. MEMBER AT LARGE

Member at Large will have no Board Responsibilities, unless otherwise assigned. However, if Members at Large would like voting rights there will be a \$20 enrollment fee, which includes a booster club t-shirt. Members at Large must attend three consecutive meetings in order to execute their voting rights.

1.5 VOTING

Voting will take place for delegation of funds, scheduling a team event/fundraiser, adding community members to the group, and/or removing a member. The voting procedure is as follows:

1. Three officers will constitute a quorum, which must be present for a vote to count.
2. Decisions will be made by a majority vote of officers present.

A. VOTING PERCENTAGES

Below describes the voting percentages from each officer
President, Vice-President, Treasurer, Secretary, Members at Large = 20% each of the vote.

1.6 EXECUTIVE BOARD OF DIRECTORS

The Executive Board of Directors of the CHPCBC herein known as the Board shall consist of a minimum of 3 members: President, Vice-President, Secretary and Treasurer. Also, there will be no limit of Members at Large.

A. POWER AND DUTIES OF THE BOARD

The Powers and Duties of the Board are:

1. To insure proper operation of the CHPCBC.
2. To appoint committees for any designated purpose as needed.
3. To formulate and follow a budget or expected income and expenses.
4. To operate and manage CHPCBC fundraisers including snack bar.

B. BOARD MEMBERSHIP AND TENURE

All Board members shall serve a maximum of 3 year term. . Re-election will occur every 3 years unless a board member resigns. After three absences by a board member, as determined by a vote of the Board, a position is declared vacant and up for immediate re-election except for the Presidency which will be filled by the Vice President.

C. ELECTION PROCESS

1. The secretary will notify all Members of the Nominating Meeting at least 72 hours prior to the meeting. Nomination for appropriate election positions will be made at this meeting or submitted in writing.

C. ELECTION PROCESS (continued)

The Secretary will distribute numbered ballots to members at the next meeting and collect all ballots after selections have been made.

The Secretary will tabulate all ballots and announce the results at the end of the meeting.

There will be one vote per Board Member and Member at Large.

D. PRESIDENT

The major duties include, but are not limited to, the following:

1. Preside at all meetings of the organization.
2. Regularly meet with the Director of Sport regarding booster activities.
3. Resolve problems in the membership.
4. Regularly meet with the treasurer of the organization to review the organization's financial position.
5. Setup business non-profit account.
6. Select an officer as the designee to receive bank statements through the mail at a booster club P.O. Box. This individual is Michelle Dennis, who is not a signer on the account. Upon receipt, the designee will review the activity on the bank statement and canceled checks for reasonableness. This provides an independent review by an individual not associated with disbursement activity.
7. Schedule annual audit of records or request an audit if the need should arise during the year.
8. Perform any other specific duties as outlined in the bylaws of the organization.

E. VICE-PRESIDENT

The Vice president acts as the president's representative in his/her absence. They must remain familiar with the organization. The major duties include, but are not limited to, the following:

1. Preside at meetings in the absence or inability of the president to serve.
2. Perform administrative functions delegated by the president.
3. Perform other specific duties as outlined in the bylaws of the organization.

F. SECRETARY

The Secretary is responsible for keeping accurate records of the proceedings of the association and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings, and have a thorough knowledge of parliamentary law and the organizations bylaws. The major duties include, but are not limited to, the following:

1. Report on any recommendations made by the executive board of the Booster organization if such a governing board is defined by the bylaws.
2. Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing.
3. Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format.
4. Maintain records of attendance of each board member and members at large.
5. Conduct and report on all correspondence on behalf of the organization.
6. Other specific duties as outlined in the bylaws of the organization.

G. TREASURER

Authorized custodian of the funds for the booster club. The treasurer receives and disburses all monies indicated in the budget and prescribed in the bylaws or as authorized by action of the voting members.

1. Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250.00)
2. Setup business non-profit account.
3. Present a current financial report including bank statements, bank reconciliations, and financial statements to the executive committee within 30 days of the previous month end. Copies should be available for review by the general membership if requested;
4. Maintain an accurate and detailed account of all monies received and disbursed;
5. Submit records to audit committee appointed but the organization upon request or at the end of the year. Other specific duties outlined in the bylaws of the organization.
6. Complete and submit all tax documents for Federal and State compliance.

E. SPECIAL COMMITTEES

Special committees are created for specific purpose and voted upon by the membership. The committee is automatically dissolved as soon as the purpose is accomplished and the committee report is made (sample: committee such as program banquet or fundraising events). Special committees should complete their assignments within the current school year. If the objectives are not met at the end of the school year, officers will be required to reappoint members of the committee for the following year until the purpose of the committee has been achieved. Individuals who have a conflict of interest must not be allowed to serve as members of the committee. For example, senior parents would not be included on a scholarship committee since their child is a potential recipient of the monies.

F. NOMINATING COMMITTEE

The nominating committee is formed from the organizations membership. The purpose of the committee is to recommend various members of the organization for office during the early spring of each year. The nominating committee should be charged with soliciting recommendations for officer positions within the organization. The committee should then contact the potential candidate directly to ascertain their willingness and desire to serve. The nominating committee should report back to the membership on their results in the spring so that elections may be held.

G. AUDIT COMMITTEE

At the end of the fiscal year, an audit of the booster club's financial records will take place. The audit will be performed by individuals who are independent from day-to-day financial activities. This audit should be performed by a group of 2 or 3 individuals. The primary objectives of the audit are to:

1. Verify the accuracy and timely filing of the Treasurers financial reports.
2. Ensure that the clubs cash balances are accurate.
3. Determine that established procedures for handling booster funds have been followed.
4. Ensure that expenditures occurred in a manner consistent with the organizations bylaws.
5. Ensure that all revenues have been appropriately received and recorded.

1.7 MEETINGS

- A. REGULAR MEETING CHPCBC will hold regular bi-weekly meetings every month. All meetings will be held in a public place open to the entire general membership. Closed meetings may be held to discuss personnel and legal matters.
- B. SPECIAL MEETINGS: May be called by the President. A two day notice is required. The purpose must be known to each Board member prior to the meeting. Conference calls are also permitted if all members cannot meet.

1.8 ORDER OF BUSINESS

Regular, special and Nominating Meetings;

1. Roll
2. Read and approval of the previous minutes
3. Read and approval of Treasurer's report
4. Committee reports (if any)
5. Old Business
6. New Business
7. Announcements
8. Adjournment

1.9 FUNDS

Funds will be issued for the following purposes:

1. To sponsor a player for a camp (Central Unified School District students only).
2. Purchase equipment for players and/or coaches at the high school level or feeder team level.
3. Purchase apparel for players and/or coaches.
4. Support coaches to clinics and educational functions.
5. Help with hotel, gas and food costs for coaches and road trips.
6. Help players with food costs on road trips.
7. Plan and coordinate End of season banquet.
8. Plan and coordinate program/team dinners.
9. Support team functions and competitions.
10. Compensating for coaches in "out of season"

1.10 CHPCBC ASSETS

All assets, raised under the name of CHPCBC, must remain in the community under the direction of the Executive Board and may not be dissipated or transferred for other purposes.

1.11 REIMBURSEMENT

Actual pre-approved expenses by the Executive Board and/or club members in active and faithful discharge of duty shall be reimbursed out of the club's funds. Original receipts must be given to the treasurer in order for the reimbursement to take place.

1.12 DISSOLUTION

Should the CHPCBC be dissolved, all assets remaining after payment of all debts shall be donated to Central High School for the Pep & Cheer program.

1.13 CODE OF CONDUCT

The conduct of all persons associated with the CHPCBC must be held at the highest level at all times. Any charges of misconduct, as described below, will be presented in writing to the President to be acted on within 7 days. The charges, evidence and testimony must be heard by a minimum of 2/3 of the Board, at the hearing location, date and time. After hearing evidence, the board with the aid of the By-Laws and general Provisions of the CHPCBC, will make a ruling and immediately notify all parties involved. Offences, including but not limited to those listed below, are subject to suspension, ban or disqualification from the CHPCBC.

- A. Physically or verbally assaulting an official, coaches, personnel, players, parents, spectators, or any other persons involved with events or meetings.
- B. The deliberate violation of any Central Unified School District or CHPCBC rules and regulations.
- C. Financial irresponsibility against the CHPCBC.
- D. Actions that compromise, including but not limited to theft of property and embezzlement of funds.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 04 2016**

CENTRAL HIGH PEP CHEER BOOSTER
CLUB
7369 N BABIGIAN AVE
FRESNO, CA 93722-0000

Employer Identification Number:
81-3949246
DLN:
26053673002926
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
September 1, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.



Association Insurance Management, Inc.
your partner for insurance and risk solutions

MEMBER CERTIFICATE OF INSURANCE

8/25/17

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: CA173325

NAMED INSURED MEMBER:

CENTRAL HIGH PEP & CHEER BOOSTER CLUB
Attn: Daphne Saunders Or Current Officer
4089 W Menlo ave
Fresno, CA 93722

Named Insured & Mailing Address

Education Support Purchasing Group
c/o AIM
P.O. Box 674051
Dallas TX, 75267-4051

PRODUCER NAME

AIM Association Insurance
Management, Inc.
PO Box 674051
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance	
Tudor Insurance Company / Commercial General Liability	CPG1026777	5/9/17 - 5/9/18	\$ 0	Each Occurrence	\$1,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS - Subject to General Aggregate	Included
				Personal & Advertising Injury	\$1,000,000
				Fire Damage (any one fire)	\$50,000
Tudor Insurance Company / Medical Payments	CPG1026777	5/9/17 - 5/9/18	\$ 0	Any One Person	\$5,000

Central Unified School District is added as an additional insured to the General Liability policy only.

Certificate Holder:

Central Unified School District
4605 N. Polk Ave
Fresno, CA 93722

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at www.aim-companies.com

AUTHORIZED REPRESENTATIVE