

# Central Unified School District

Application for School Connected Organization/Booster Club/PTA

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New Application (must be typed)

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Renewal Application (must be typed)  
(required each school year)

## GENERAL INFORMATION

Name of Organization	Liddell Parent Faculty Club	School Site	Liddell Elem
Mailing Address	5455 West Alluvial Ave. Fresno, CA. 93722	School Year	2018-2019
		Date Requested	09/28/18

## EXECUTIVE BOARD OFFICERS

	Name	Address	Phone	Email
President	Megan Gatzka	5455 W. Alluvial, Fresno 93722	559-276-3176 ext. 62401	mgatzka@centralusd.k12.ca.us
Vice President	Niki Ghimenti	5455 W. Alluvial, Fresno 93722	559-276-3176	nghimenti@centralusd.k12.ca.us
Secretary	Hope Mason	5455 W. Alluvial, Fresno 93722	559-463-4918	hmason@centralusd.k12.ca.us
Treasurer	NONE			

## PURPOSE (Describe the purpose of the organization)

The purpose of the organization shall be to promote the welfare of the school, to unify the students, parents, teachers, and community, and to support and enhance the educational system for the students.

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

Off-set the cost of technology, student clubs, classroom needs, and school up-keep through fundraising efforts, that the school district does not provide.

**FINANCIAL INFORMATION**

Name of Bank	Wells Fargo Bank, N.A.	Account Number	121042782
Address of Bank	6780 North Milburn Ave., #108 Fresno, CA. 93722	Authorized Signers	Megan Gatzka
			Niki Ghimenti
Tax ID #(EIN)	77-0522135		Veronica Pepper

**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 checked="" 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/PTA.

Authorization are granted per school year. You must resubmit your application annually by September 15 to continue to operate as a School Connected/Booster organization or PTA.

Signature of School Site Administrator: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chief Business Officer: \_\_\_\_\_

Board Approval: \_\_\_\_\_

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

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

### **ARTICLE III MEMBERS**

#### **Section 1**

Any parent or guardian of any child enrolled at Liddell Elementary shall become an automatic member of the Parent Faculty Club. All staff members of Liddell School shall also be eligible for membership. There will be no fee for membership for any parent or guardian of Liddell Elementary teachers or staff.

#### **Section 2**

There shall be no initiation fee and no annual dues.

#### **Section 3**

Any parent or guardian of any child enrolled at Liddell is eligible to become a Parent Faculty Club Officer, Committee Chairperson, and Committee Member and have acting voting privileges.

#### **Section 4**

Each member shall have only one vote.

### **ARTICLE IV OFFICERS AND DUTIES**

#### **Section 1**

The officers of the Liddell Parent Faculty Club shall be President, Vice President, Secretary, Treasurer, Hospitality, Communications, Charitable Donations, Principal and one faculty designee.

#### **Section 2**

The president shall preside at all meetings of the Liddell Parent Faculty Club and the Executive Board. The President shall open the session and call it to order, announce business before the assembly, and prepare and agenda. The President shall be an ex-officio member of all committees, shall be responsible for initiating a committee for each project throughout the year, and shall check with the chair persons on the progress of each project.

#### **Section 3**

The Vice President shall, in the case of the absence of the President, preside at meetings. If the President resigns, the Vice President shall become the President for the remaining term. The Vice President shall perform all other duties assigned.

#### **Section 4**

The Secretary shall keep the minutes of the E-board and General Meetings and present a copy at the following meeting for approval. The secretary shall keep

### **LIDDELL PARENT FACULTY CLUB CENTRAL UNIFIED SCHOOL DISTRICT FRESNO, CALIFORNIA**

#### **BYLAWS**

Drafted April 1998

Amended May 23, 2011

#### **ARTICLE I NAME**

This organization shall be known as the Liddell Parent Faculty Club or PFC.

#### **ARTICLE II MISSION**

##### **Section 1**

The purpose of the organization shall be to promote the welfare of the school, to unify the students, parents, teachers, and community, and to support and enhance the educational system for the students. The Liddell Parent Faculty Club will exist as a non-profit 501(c)(3) organization.

##### **Section 2**

The organization is for non-profit purposes and the individual members will not drive profit from any of its activities.

##### **Section 3**

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office.

##### **Section 4**

The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private persons.

##### **Section 5**

Upon the dissolution of the organization, all assets remaining after payment, or provision of payment, of all debts and liabilities of this organization shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

#### **Section 9**

The Teacher Liaison will provide communication between the Executive Board and the Liddell staff. The Teacher Liaison will attend Executive Board meetings as allowed by their schedule.

#### **Section 10**

The Fundraising Coordinator will be established as needed per calendar year. Duties include coordinating fundraisers that require the assistance of an outside vendor or service, coordinate volunteers for fundraiser processing, assist with information and distribution of fliers for each event, research and present new fundraisers for consideration by the Executive Board.

All Executive Board members are expected to attend and participate in all Parent Faculty Club sponsored fundraisers and community events.

All Executive Board members are expected to attend Executive Board and general membership meetings and give reports on current projects at these meetings. As a courtesy, please give notice if you are unable to attend.

### **ARTICLE V**

#### **TERMS AND APPOINTMENTS**

#### **Section 1**

The Executive Board will establish members for the coming year in June. Board member positions will be filled either by existing members wishing to continue their role or by appointment from an Executive Board member or the principal.

#### **Section 2**

Members selected to serve on the Executive Board will fulfill a two year commitment (minimum).

#### **Section 3**

Nomination and general election are not required to fill Executive Board positions if all existing parties agree on a person to assume each role.

### **ARTICLE VI**

#### **MEETINGS**

#### **Section 1**

The general membership meetings of the Liddell Parent Faculty Club will be held the Monday evening following the regularly scheduled Executive Board meeting during the school calendar year.

roll of members and have a copy of the bylaws. The secretary will assist with any necessary communications. Meeting minutes will be maintained for a 5-year period.

#### **Section 5**

The Treasurer shall receive all monies belonging to the Liddell Parent Faculty Club and deposit all funds in the name of the organization with the bank that has been approved by the Executive Board. The Treasurer shall pay all bills approved by the Executive Board and receipt all monies received and spent. The Treasurer shall keep updated financial records and give a monthly report at meetings. The Treasurer and one other officer of the Executive Board or the Principal shall be permitted to sign checks. The Treasurer shall submit all records at the May board meeting to the President, Principal, and President appointed auditor for an annual review. Results of the audit will be presented at the following general meeting. The outgoing Treasurers last duty will be to "zero out" the sub-accounts. The incoming Treasurers first duty will be to reinstate monies into sub-accounts. The Treasurer will organize and manage the membership drive at the beginning of each school year.

#### **Section 6**

The Communications person shall be responsible for drafting, copying, and distributing all necessary communications between the Executive Board and the school body and staff. The Communications person shall assume responsibility for updating the PFC bulletin board located at the entrance of the school (unless the board is designated for another use as requested by Liddell staff). The Communications person will submit announcements to the news media on behalf of the Parent Faculty Club.

#### **Section 7**

The Hospitality person is responsible for social and food items necessary for general membership meetings and events throughout the year. The Hospitality person shall be given a budget with which to work and all receipts will be given to the treasurer.

#### **Section 8**

The Charitable donations person is responsible for obtaining merchandise, services, and/or cash donations to be used solely during fundraising events or general membership raffles. Donations may be elicited via letter, e-mail, phone contact, or personal solicitation. The Charitable Donations person shall provide all businesses/persons who donate to Liddell the Parent Faculty Club tax identification number. The Charitable Donations person will initiate letters of "thanks" as indicated.

## Profit and Loss Statement

School Connected Organization:

Liddell Parent Faculty Club

School Year:

2018-2019

*\* Complete the shaded areas only*

Beginning Balance ..... \$ -  
Revenues Earned for the School Year..... \$ 38027.00  
Adjusted Balance..... \$ -  
Total Disbursements for the School Year..... \$ -

Ending Cash Balance as of June 30, 2018 ..... \$ 22890.00

President Signature

Megan Salzman

Treasurer Signature

Arnold Jimenez

Board Approval date: \_\_\_\_\_



**ASSOCIATION  
INSURANCE  
MANAGEMENT INC**

**MEMBER CERTIFICATE OF INSURANCE**

10/17/18

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

Insured #: CA086382

**NAMED INSURED MEMBER:**

Liddell Elementary Parent Faculty Club  
Attn: Nicole Chimenti or Current Officer  
5455 W. Alluvial  
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	CPG1091056	10/15/18 - 10/15/19	\$ 0	Each Occurrence	\$2,000,000
				General Aggregate	\$2,000,000
				Products - COMP/OPS - Subject to General Aggregate	Included
				Personal & Advertising Injury	\$2,000,000
				Fire Damage (any one fire)	\$50,000
Tudor Insurance Company / Extended Medical Payments	CPG1091056	10/15/18 - 10/15/19	\$ 0	Any One Person	\$50,000

Central Unified School District is added as an Additional Insured to the General Liability policy only.

**Certificate Holder:**

Central Unified School District  
5652 W. Gettysburg 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](http://www.aim-companies.com)

**AUTHORIZED REPRESENTATIVE**