

# Central Unified School District

## Application for School Connected/Booster Club



New Application



Renewal Application

(required each school year)

### GENERAL INFORMATION

Name of Organization	Saroyan Parent Faculty Club	School Site	Saroyan
Mailing Address	5650 W. Escalon Ave. Fresno, Ca. 93722	School Year	2018 - 2019
		Date Requested	Aug 1, 2018

### EXECUTIVE BOARD OFFICERS

	Name	Address	Phone	Email
President	Deanna Carbajal	5337 W. Millbrae Fresno Ca. 93722	559 281-1614	SimplySweetbowz@yahoo.com
Vice President	Amber Schy		559 288-9943	aschy@gmail.com
Secretary	Buffy Peterson	6304 N. Delbert Fresno Ca. 93722	559 259-2573	bpeterson@fcicentral.com
Treasurer	April Newton	6051 N. Barcus Fresno Ca. 93722	559 977-7213	Aprillnewton@gmail.com

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

To unify students, Parents, Staff and Community, to enhance educational systems for Students and provide additional funding for the school.

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

- \* Host numerous community events.
- \* Encourage parent involvement.
- \* Funding for purpose of providing additional technology, School Programs, community events and other school needs throughout the year with fundraising.

**FINANCIAL INFORMATION**

Name of Bank	BBCCU	Account Number	
Address of Bank	6745 N. Millburn Fresno, Ca. 93722	Authorized Signers	April Newton Deanna Carbajal
Tax ID #(EIN)	71-0889798		

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

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

**REQUIRED DOCUMENTS -PTA's (Attach copies)**

<input checked="" type="checkbox"/> Annual Budget	<input checked="" type="checkbox"/> Certificate of Insurance	<input checked="" type="checkbox"/> Insurance Endorsement Page
<input checked="" type="checkbox"/> Insurance Declaration Page	<input checked="" type="checkbox"/> Hold Harmless Agreement	<input checked="" type="checkbox"/> Acknowledgement Form signed by each Officer
<input checked="" 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:

*P. McClellan*

Date:

8/21/18

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.

# **ORGANIZATION BYLAWS**

## **Saroyan Parent Faculty Club**

### **Central Unified School District**

#### **Fresno, California**

#### **Article I – Name**

This organization shall be known as the Saroyan Parent Faculty Club, also known as PFC.

#### **Article II – Purpose**

##### ***Section 1. Main Purpose***

The purpose of this organization is to support and enhance the educational system for the students of Saroyan Elementary. To unify the students, parents, teachers, and community. To encourage parent involvement & volunteerism. To fundraise for the purpose of providing additional funding for school necessities & programs which improve the quality of education. To exist as an official non-profit 501(c)(3) charitable organization.

##### ***Section 2. Mission***

To sponsor at least two community events per school year. To promote communication between the school staff, teachers, parents, students, and community. To foster pride in Saroyan Elementary throughout the community.

#### **Article III – Members**

**Section 1.** Any parent or legal guardian of any child enrolled in Saroyan Elementary School shall be eligible for membership. All staff employed at Saroyan Elementary shall also be eligible for membership. When there is not a required dues, all members in good standing may have voting rights.

**Section 2.** Dues, if any, will be established by the executive board. If dues are charged, a member must have paid his or her dues at least 14 calendar days before the meeting to be considered a member in good standing with voting rights.

#### **Article IV – Officer Elections**

**Section 1.** Officers of the PFC shall be President, Vice President, Treasurer (two people may share this position), Recording Secretary, Correspondence Secretary, (one person may hold position of Secretary if necessary), Community Relations (two people may share this position), Volunteer Coordinator (two people may share this position), Hospitality (two people may share this position), and Historian (two people may share).

**Section 2.** Nominations for office will be called for at the annual meeting that precedes the annual election meeting. Nominations may be made in written form by any member of PFC.

**Section 3.** Nominees for the offices of President, Vice President, and Treasurer shall not be related by blood or marriage or reside in the same household.

**Section 4.** Elections shall be held by written ballot at the annual election meeting in May. Written ballots will include a "write-in" option for any and all offices. Members must vote for one candidate in each office. As stated in Article IV Section 7, if an office remains unfilled, the Executive Board may fill the office by a majority vote.

**Section 5.** Officers shall serve for a term of one year. No officer may run for the same office for more than two consecutive terms or hold more than one elected office at one time. Officers shall assume their duties on the last day of the school year.

**Section 6.** If no one runs for a position which has been previously held by the same member for two consecutive years, said officer may remain in that position for the next school year if approved by members at election meeting.

**Section 7.** If an office remains unfilled, the Executive Board may fill the office by a majority vote.

#### **Article V – Duties of Officers**

**Section 1a.** The President shall preside at all meetings of the Saroyan PFC and the Executive Board. The President shall open the session and call it to order, announce business before the assembly and prepare an agenda. The President shall be an ex-officio member of all committees, and appoint the chairpersons for each project.

**Section 1b.** The President shall keep an updated cumulative folder at the school in the president's box for public request and board member access. Folder should include 1) a copy of the two most recent year's of meeting minutes & treasurer's reports, 2) a current copy of these by-laws, 3) declaration page showing official 501(c)(3) status, and 4) last two year's "Report of Event" (as stated in Article VIII Section 3) for review by committee chairs.

# **ORGANIZATION BYLAWS**

## **Saroyan Parent Faculty Club**

### **Central Unified School District**

#### **Fresno, California**

**Section 2.** The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or disability of that officer to act. If the President resigns, the Vice President shall become the President for the unexpired term.

**Section 3a.** The Treasurer position may be shared by two people. Treasurer(s) shall receive all money for the PFC and deposit immediately in the name of the PFC in a bank approved by the Executive Board. Treasurer(s) shall retain one copy of the deposit receipt. Treasurer(s) shall also be in charge of the record keeping of the teacher accounts, preparing reports for audit as necessary. The Treasurer(s) position shall keep books of all gross income, receipts and disbursements of the PFC, and pay all bills. The treasurer and one other board member, (either president or vice president) must be on the PFC bank account. Only these two members may sign checks and deposit funds into the bank account. A statement of the PFC bank account shall be made available at each PFC general meeting and meeting of the Executive Board. The Treasurer(s) must also present a monthly Treasurer's Report at each general PFC meeting.

**Section 3b.** The Treasurer(s) must file both a State form 199 and Federal form 990-EZ at the end of each fiscal year and no later than five months after the end of the fiscal year. The Treasurer(s) shall make an annual performance to budget report by the end of the fiscal year to be presented to the board and filed with the June folder. The Treasurer(s) shall keep all financial documentation in monthly folders separated by deposits and expenses for each month. Each folder must also contain the bank statement for the month and treasurer's report. All financial records should be kept for three years.

**Section 4.** The Recording Secretary shall keep the minutes of the meetings, and prepare a list of unfinished business for use of the President. The Recording Secretary shall record attendance at all meetings and keep a current copy of the bylaws.

**Section 5.** The Correspondence Secretary shall notify the school community of each general meeting and notify officers regarding Executive Board meetings. The Correspondence Secretary shall prepare PFC

notices in the weekly bulletin based on current business and events of the PFC. The Correspondence Secretary shall also create notices to send home regarding PFC events as needed. All notices sent home must be approved by the President and the Principal. The Correspondence Secretary shall be responsible for maintaining web site information.

**Section 6.** The Hospitality position shall be the PFC's ambassador. They will provide thanks when necessary on behalf of PFC, welcome new members, find ways to celebrate the Saroyan staff & school accomplishments, and help promote PFC at school functions.

**Section 7.** The Community Relations position shall organize all non-selling fundraising efforts for the PFC. This position can be shared by two people.

**Section 8.** The Volunteer Coordinator will keep volunteer information up to date. They will communicate with the Saroyan parent community regularly to actively recruit new volunteers. They will continuously review volunteer needs and assign parents to available positions.

**Section 9.** The Historian shall keep a photographic record of all PFC events to be used for historical purposes and to promote PFC. This position can be shared by two people.

**Section 10.** Officers can be removed from office by a majority vote of the Executive Board with probable cause. Probable cause may include, but is not limited to, an officer's inability to fulfill their duties or abandonment of their position. All board members must be notified of intent to remove another officer by vote.

**Section 11.** If a board member resigns their position, the President may find a replacement for the vacancy and seek board approval to fill the vacancy. Majority vote is required.

#### **Article VI – Meetings**

**Section 1.** The general meetings of the PFC shall be held each month unless otherwise ordered by the Executive Board with proper notification to members.

**Section 2.** The general meeting in May shall be for the purpose of electing and installing officers, and for any other business that may arise.

# **ORGANIZATION BYLAWS**

## **Saroyan Parent Faculty Club**

### **Central Unified School District**

#### **Fresno, California**

**Section 3.** Special meetings can be called by the President or Executive Board. All PFC members shall be given notice of the meeting at least three days in advance, except in an emergency. Notice shall be considered given when a written notice is sent home from school.

**Section 4.** This PFC shall establish a quorum for the transaction of business in any meeting of this organization. Five members shall constitute a quorum. Motions shall be passed by majority vote.

**Section 5.** The privilege of making motions, debating, and voting shall be limited to members of the PFC who are present.

**Section 6.** At least forty-eight (48) hours' notice, in writing, must be given to the President in order to have an item of business or an announcement placed on the Executive Board or PFC meeting agenda.

**Section 7.** Any material distributed by anyone other than the Executive Board members must be approved by the Executive Board prior to the meeting.

**Section 8.** Voting by proxy is prohibited.

**Section 9.** All books shall be available for viewing at each meeting.

**Section 10.** All mini-grant requests must be submitted prior to the Executive Board meeting that is prior to the general meeting. Person requesting the mini-grant must be present at general meeting to present item to general membership.

**Section 11.** All mini-grant requests must be presented in written form to Executive Board. Requests for grants totaling more than \$1,000 must be presented with no less than two estimates.

#### **Article VII – Executive Board**

**Section 1.** The Executive Board shall consist of the officers of the organization, the Principal, or a representative appointed by the Principal, and the Vice Principal, all of whom shall be members of this PFC.

**Section 2.** The Executive Board:

1. Shall transact necessary business between meetings of the organization.
2. May authorize payment of PFC bills by majority vote.

3. May authorize payment of other unbudgeted organization expenses not to exceed a cumulative total of two hundred fifty dollars (\$250) between meetings of the organization with a majority vote.

4. Shall create committees as are deemed necessary and appoint committee chairs.

5. Shall fill vacancies in office.

6. Shall receive a financial report from the Treasurer at each meeting.

**Section 3.** The Executive Board shall meet at least once a month during the school year, unless otherwise ordered by the Executive Board. The Board shall schedule the day and time of the meeting.

**Section 4.** Special meetings of the Executive Board may be called by the President. All Executive Board members must be notified of special meetings at least three days prior to the meeting except in cases of emergency.

**Section 5.** Only executive board members may sign as official PFC representatives for purposes of contracts for services such as fundraising, equipment rental, large purchases, or law enforcement. All contracts need to have been previously approved by the executive board.

#### **Article VIII – Committees**

**Section 1.** There shall be committees created by the Executive Board as may be required to carry on the work of the organization.

**Section 2.** The chairpersons and members of committees, all whom shall be members of this PFC, shall be appointed by the Executive Board.

**Section 3.** The chairpersons shall present plans of work to the Executive Board for approval. Upon conclusion of the event, chairpersons shall prepare a report of the event to be turned in to the Executive Board.

**Section 4.** The chairperson and members of special committees shall serve until their assignments have been completed.

**ORGANIZATION BYLAWS**  
**Saroyan Parent Faculty Club**  
**Central Unified School District**  
**Fresno, California**

**Article IX – Fiscal Year and Identification Numbers**

**Section 1.** The fiscal year of the PFC shall begin on July 1 and end on June 30.

**Section 2.** The Internal Revenue Service Identification Number for this PFC is #71-0889798.

**Section 3.** A minimum balance of \$1,000 must remain in the PFC checking account at the end of each fiscal year to be used as a start-up fund for the next school year. The newly elected Treasurer is responsible for maintaining bank records over the summer break.

**Section 4.** If this PFC is ever dissolved for any reason, all remaining funds in the PFC account not encumbered for payment of PFC bills, activities, or programs shall become the property of Saroyan Elementary to be transferred into the school's ASB account.

**Article X – Parliamentary Authority**

**Section 1.** The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Saroyan PFC in all cases to which they are applicable and in which they are not inconsistent with the bylaws.

**Article XI – Amendment of Bylaws**

**Section 1.** These bylaws can be amended at any general meeting of the Saroyan Parent Faculty Club by a majority vote.

**Article XII – Conflict of Interest**

**Section 1.** Whenever an officer of the executive board who has a financial or personal interest in any matter coming before the board or general membership, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Rev. 9/21/2015

**Executive Board Member Approval**  
**(Two Required)**

**Print Name:** Amber Schuy

**Title:** Vice-Pres

**Signature:** Amber Schuy

**Date:** 12-20-18

**Print Name:** Patricia McCurley

**Title:** Principal

**Signature:** Patricia McCurley

**Date:** 12/20/18

## Profit and Loss Statement

School Connected Organization:

Saroyan Parent Faculty Club

School Year:

2018-2019

\* Complete the shaded areas only

Beginning Balance ..... \$18,693.44

Revenues Earned for the School Year ..... \$27,799.39

Adjusted Balance ..... \$46,492.83

Total Disbursements for the School Year ..... \$25,656.08

Ending Cash Balance as of June 30, June 2018 ..... \$20,837.75

President Signature

Deanna Carbajal

Treasurer Signature

April Newton

Board Approval date:

August 1<sup>st</sup>, 2018

Tresurer Signature	<i>April Pleushin</i>			Date:	<i>8/22/18</i>
Board Approval date:	<i>August 1, 2018</i>				





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/24/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Bene-Marc, Inc. 6301 Southwest Blvd., Suite 101 Fort Worth, TX 76132-1063 (800) 247-1734	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (800) 247-1734	<b>FAX (A/C, No):</b> (817) 738-1811
<b>INSURED</b> School Support Purchasing Group and all its Members and their Officers, Directors & Volunteers  <b>Saroyan Parent Faculty Club</b>	<b>E-MAIL ADDRESS:</b> contact@bene-marc.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Philadelphia Indemnity Insurance Company	<b>NAIC #</b> 18058
	<b>INSURER B:</b> AXIS Insurance Company	37273
	<b>INSURER C:</b> Tokio Marine Specialty Insurance Company	23850
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	<input checked="" type="checkbox"/>		PHPK1814309	9/22/2018	9/22/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000* PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 *Medical Exp for Spectators Only
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Excess Accident Medical			SRPO-30002-4002-0001	9/22/2018	9/22/2019	Limit \$25,000/Deductible \$0/AD&D \$10,000
C	Crime-Employee Dishonesty			PSD1343851	9/22/2018	9/22/2019	Limit \$25,000/Deductible \$250

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Coverage also includes:

C Directors & Officers Liability PSD1343848 9/22/2018 9/22/2019 Limit \$1,000,000/\$2,500 Retention

<b>CERTIFICATE HOLDER</b> Saroyan Elementary School - 4661	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Alisa Lynn Hall</i>
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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
Central Unified School District 4605 N. Polk Ave. Fresno, 93722 93722
Saroyan Parent Faculty Club
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.