

Central Unified School District

Application for School Connected/Booster Club



New Application



Renewal Application

(required each school year)

GENERAL INFORMATION			
Name of Organization	CG TOUCHDOWN CLUB	School Site	CENTRAL EAST
Mailing Address	4460 W. SHAW AVENUE #349 FRESNO, CA 93722	School Year	2018-2019
		Date Requested	10/15/2018

EXECUTIVE BOARD OFFICERS				
	Name	Address	Phone	Email
President	TOD TOMPKINS	4460 W. SHAW AVENUE #349	559-360-1215	tod1212@yahoo.com
Vice President	CEASAR DIAZ	4460 W. SHAW AVENUE #349	559-284-3899	diazfamilyjr@gmail.com
Secretary	REBECCA DIAZ	4460 W. SHAW AVENUE #349	559-284-3661	diazfamilyjr@gmail.com
Treasurer	CANDYCE MONTELONGO	4460 W. SHAW AVENUE #349	559-559-901-5128	candycemendez@gmail.com


PURPOSE (Describe the purpose of the organization)
The purpose of the organization is to support the Central Unified School District football programs, which includes all elementary, intermediate and secondary schools within the Central Unified School District.

ANNUAL OBJECTIVES (List specific goals for the school year)
Purchase equipment for team Feed all 3 levels of the football program Purchase gear for all 3 levels

FINANCIAL INFORMATION			
Name of Bank	UNION BANK	Account Number	
Address of Bank	3015 W. SHAW AVENUE FRESNO	Authorized Signers	TOD TOMPKINS
			CANDYCE MONTELONGO
Tax ID #(EIN)	46-3090723		REBECCA DIAZ

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 checked="" type="checkbox"/> Certificate of Insurance - {N, R}	
<input type="checkbox"/> Bylaws {N}	<input type="checkbox"/> Proof of State Tax Exempt Status {N}	<input checked="" type="checkbox"/> Insurance Endorsement Page{N, R}	
<input 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	
<p>This certifies you have satisfied all sections of the Central Unified School District Application for School Connected/Booster organization.</p> <p>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.</p>	
Signature of School Site Administrator: 	Date: <u>10.16.18</u>
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.*

Articles of Association

&

Bylaws

of the

CG Touchdown Club

A California Nonprofit Unincorporated Association

PREAMBLE

The undersigned, constituting all the members of this organization this 1st day of May, 2018, do hereby agree and consent to form this organization for the purposes stated in Article II below.

ARTICLE I – NAME

The name of this organization is the CG Touchdown Club, a California nonprofit unincorporated association (the “**Association**”).

ARTICLE II – PURPOSE AND DECLARATIONS

Section 1. The purpose of the Association is to support the Central Unified School District (“**CUSD**”) football programs, which includes all elementary, intermediate and secondary schools within the CUSD. The Association shall lessen the burdens of government by serving as a booster club for the football programs at the CUSD by promoting and supporting the CUSD football programs and by developing and promoting sportsmanship.

Section 2. The Association is organized for nonprofit charitable purposes and the individual members will not derive a profit therefrom. In particular the Association is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law. Notwithstanding any other provisions of these Articles of Association & Bylaws, this Association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under Section 501(c)(3) of the Internal Revenue law, or (b) by an entity, contributions to which are deductible, under Section 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provision of any future Internal Revenue law.

Section 3. Political Limitation: No substantial part of the activities of this Association shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Association shall not participate or intervene in any political campaign (including the publishing or distribution of statement(s) on behalf of any candidate for public office.

Section 4. Dedication: The property of this Association is irrevocably dedicated to charitable purposes and no part of the net income or assets of this Association shall ever inure to the benefit of any officer or member thereof or to the benefit of any private persons.

Section 5. Dissolution: Upon the dissolution or winding up of the Association, all assets remaining after payment or provisions for payment, of all debts and liabilities of this Association shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III – MEMBERSHIP

Section 1. All CUSD parents, teachers and staff are eligible for voting membership. Voting membership shall be attained by attending four (4) consecutive meetings and requesting membership. Honorary membership may be bestowed on other interested community residents.

Section 2. There will be no dues for membership.

Section 3. A list of all current members' names and contact information shall be kept current and maintained by the Secretary of the Association, a copy of which shall be attached hereto to these completed Articles of Association & Bylaws.

ARTICLE IV – OFFICERS

Section 1. The Executive Board of this Association shall consist of the following officers: President, Vice President, Secretary, and Treasurer. Each officer of the Association shall be a member of this Association. In accordance with CUSD policy, not teacher, coach, school advisor, or school employee at CUSD may be an officer of the Association.

Section 2. No elected officer shall be eligible to hold the same office for more than four consecutive terms.

Section 3. The undersigned, constituting the initial members of the Association shall, by unanimous written consent in lieu of meeting, appoint the initial officers of the Association to serve until their term expires. Thereafter, all subsequent appointments shall be performed in accordance with Section 4 of Article IV below.

Section 4. Nomination and Election of Executive Board Officers

- A. Nominations for officers shall be made by a nominating committee consisting of no less than three (3) members. The nominating committee shall be appointed by President and ratified by the Executive Board no later than February.
- B. Nominations for elected positions shall be put forward at least one month prior to the election of officers.
- C. Consent of all candidates shall be obtained before their names are placed in nomination.
- D. Nominations may be made from the floor at the election meeting. Physical presence and verbal acceptance are required.
- E. Elections shall take place at a general meeting during the second semester of the school year. Notice of such elections shall be given to the members at least two weeks prior to such elections, either at a regularly scheduled general meeting or via email.
- F. In the event that there are two or more candidates for an office, voting shall be by written ballot. A majority of those members present constituting a quorum shall elect. There shall be no proxy voting allowed.
- G. Should an officer resign, the vacancy shall be filled by the Executive Board.

ARTICLE V – SPECIAL MEMBERS, COMMITTEES

Section 1. At its discretion, the Executive Board shall appoint members of the Association to serve as Special Members. Special Members shall be given appropriate titles and shall be given duties and responsibilities as deemed appropriate by the Executive Board. Such Special Members may include, but are not limited to, a High School Representative, a Junior High Representative and an Elementary Representative.

Section 2. At its discretion, the Executive Board shall create various committees consisting of members of the Association to help the Association achieve its purposes.

ARTICLE VI – MEETINGS

Section 1. An annual general meeting shall be held at the time and place designated by the Executive Board. Subsequent general meetings shall be held at the discretion of the Executive Board.

Section 2. All members shall be appropriately notified of any scheduled meetings, which may consist of sending of emails to the Association parent email list or the regularly scheduling of monthly meetings.

ARTICLE VII – AMENDMENTS

The Articles of Association & Bylaws of the Association may be amended by a two-thirds vote of the members at a meeting at which a quorum is present. Notice of the amendment shall be given by announcing the upcoming vote at the general meeting prior to voting upon the adoption of any amendments.

ARTICLE VIII – QUORUM

A quorum shall consist of five (5) eligible voting members in attendance at a general meeting.

ARTICLE IX – EXPENDITURES AND FINANCE

Section 1. The Association shall open and maintain a bank account or accounts with a banking institution.

Section 2. All monies received by the association shall immediately be turned over to the President or Treasurer to be deposited in the Association's account(s).

Section 3. There will be a minimum of two authorized signers on all Association accounts subject to annual review of the Executive Board and a minimum of two signature on Association Checks.

ARTICLE X – STANDING RULES AND POLICIES

Standing Rules and Policies of the Association shall be adopted at the Executive Board's discretion. Such Standing Rules and Policies shall include a description of fundraising, events, and other items.

ARTICLE XI – AUDITING, BUDGET, AND FISCAL YEAR

Section 1. The fiscal year is the school year (July 1 to June 30).

Section 2. There will be a written annual budget prepared by and approved annually by the Executive Board.

Section 3. Annually as required by the CUSD, and at any other time if requested by a member of the Association, there will be a financial review of all books and records by a person appointed by the CUASD who is not a member of the Executive Boards. This review should be completed within 60 days of said request. The review will include inspection of cash receipts and disbursements, bank statement, canceled checks, receipts and supporting documentation. It will be the responsibility of the review to determine that all recorded receipts and disbursements have been properly summarized and included in the Treasurer's report.

ARTICLE XII – ORDERS OF BUSINESS


The order of business for each meeting shall include the following: call to order, reading of the minutes of the previous business meeting, Treasurer's report, report of the Executive Board meetings, old business, new business, business introduced from the floor, adjournment.

ARTICLE XIII – COUNTERPARTS


This document may be executed in counterparts, including facsimile signatures, and all such counterparts shall constitute one document, binding upon all parties hereto.

APPROVED & ADOPTED

The above Articles of Association & Bylaws have been review, approved and adopted on May 1, 2018, by the undersigned, constituting the initial members of the Association.


(Sign name)

Tod Tompkins
(Print name)


(Sign name)

Cesar Diaz
(Print name)


(Sign name)

Candace Montelongo
(Print name)


(Sign name)

Rebecca Diaz
(Print name)

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of CG Touchdown Club, a California Nonprofit Unincorporated Association; that these Bylaws, consisting of 6 pages, are the Bylaws of this Association as adopted by the Members; and that these Bylaws have not been amended or modified since that date.

Executed on May 1, 2018, at Fresno, California

By: Rebecca J. Ortiz, Secretary

ANNUAL BUDGET

School Connected Organization: CG TOUCHDOWN CLUB

School Year: 2018-2019

* Complete the shaded areas only

Estimated Revenues \$ 54,000.00

Fundraisers..... \$ 18,000.00

(list potential fundraiser and estimated revenue)

1 TRI TIP DINNER	\$ 1,000.00
2 FIRE WORK BOOTH	\$ 2,000.00
3 ORANGE & BLACK DINNER	\$ 8,000.00
4 GOLF TOURNAMENT	\$ 2,000.00
5 PROGRAMS	\$ 5,000.00

Miscellaneous..... \$ 36,000.00

(list all other potential revenue)

1 SNACK BAR	\$ 36,000.00
2	\$ -
3	\$ -
4	\$ -
5	\$ -

Estimated Expenditures..... \$ 51,900.00

1 EQUIPMENT	\$ 2,400.00
2 STIPENDS	\$ 25,000.00
3 APPAREL FOR TEAM	\$ 8,000.00
4 BANQUET	\$ 4,000.00
5 SENIOR PHOTOS	\$ 800.00
6 JUSTIN GARZA SCHOLARSHIP	\$ 500.00
7 PRE GAME MEALS	\$ 11,200.00
8	\$ -
9	\$ -
10	\$ -

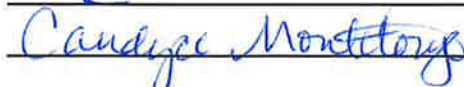
Total Profit (Loss)..... \$ 2,100.00

President Signature



Date: 10-11-18

Tresurer Signature



Date: 10-11-18

Board Approval date: 5/1/2018

Profit and Loss Statement

School Connected Organization: CG TOUCHDOWN CLUB

School Year: 2018-2019

* Complete the shaded areas only

Beginning Balance \$3,620

Revenues Earned for the School Year..... \$54,740

Adjusted Balance..... \$0

Total Disbursements for the School Year..... \$51,120

Ending Cash Balance as of June 30, 2018 ~~\$3,620~~ \$7240.00

President Signature

Treasurer Signature

Board Approval date: July 24, 2018

CENTRAL UNIFIED SCHOOL DISTRICT

School Year 2018 - 2019

School Connected/Booster Club Hold Harmless Agreement

School Connected/Booster clubs and its officers or operators will agree to indemnify, defend, and hold harmless the Central Unified School District, its Board Members, officers, agents, teachers, staff or any other employees from any damage injury or harm involving any student, parent or third party arising from or which occurs in any way as a result of or related to School Connected/Booster Club activity regardless of location, including every claim or demand made, every liability, loss, damage, or expense, of any nature whatsoever by any student, parent or third party which may be incurred by reason of:

Death or bodily injury to persons, loss of or injury to property, or any loss, damage or expense which may have been sustained by the School Connected/Booster Club or its representatives or participants, including any corporations, district employees, firm or corporation employed by the School Connected/Booster Club which arises from negligence or misconduct on the part of the School Connected/Booster Club, its representatives, students or participants, or which in any way is related to School Connected/Booster Club activity, regardless of date, time or location.

Any injury to or death of persons or damage to property, any loss or theft sustained by persons, firms or corporations, including the applicant participating in School Connected/Booster Club activity or conduct related to School Connected/Booster Club activity, or otherwise arising from any act of neglect, default, omission, negligence or willful misconduct of the Applicant, its members, or any person, firm or corporation employed by the Applicant, either directly or by independent contract, and attributable in connection with the activity covered by this agreement, on or off District property and during or outside of school hours.

School Connected/Booster clubs, at their own expense, cost and risk, shall defend any and all actions, suits or other proceedings that may be brought or instituted against the District, its Board, officers, agents, or employees and shall pay or satisfy any such claim, demand, liability or judgment rendered against the District, its Board, officers, agents, or employees in any action, suit or other proceedings arising out of the School Connected/Booster activities.

ACKNOWLEDGED BY SCHOOL CONNECTED/BOOSTER CLUB PRESIDENT:

Signature: _____

Printed Name: _____

Tod Tompkins

Date: _____

10-9-18

CENTRAL UNIFIED SCHOOL DISTRICT

School Year 2018 - 2019

School Connected/Booster Club Manual Acknowledgement Form

As an elected officer to a School Connected/Booster club operating within the Central Unified School District, I certify that I have read the Central Unified School District School Connected/Booster Club Manual. I understand the procedures outlined in this manual and will adhere to its instruction. At any time should I have questions regarding policies or procedures, or the information outlined in this manual, I will contact the school site administration for clarification or further instruction. I further understand that the information provided in this manual is not intended to be specific or all-inclusive. It is the responsibility of the School Connected/Booster club to fully understand all laws that govern the operation of School Connected/Booster clubs.

Where necessary, the School Connected/Booster club will seek competent professional financial and tax advice for accounting and filing requirements. The District assumes no accountability or liability for the operation and management of School Connected/Booster clubs. I understand that as an officer of the School Connected/Booster club, and member of the executive board, I am required to ensure the School Connected/Booster club procedures and operating practices are financially and legally sound, and in conformance with all rules, regulations, laws, ordinances and statutes applicable to the organization. I further understand and accept that I am legally obligated to be prudent and reasonable in conducting myself to help preserve and protect the organization.

Signature: _____

Date: 10/11/2018

Printed Name: _____

TOD TOMPKINS

School Connected/Booster Club Name: _____

CG TOUCHDOWN CLUB

Office Held: _____

PRESIDENT

Maintain a copy of this manual for your reference.

Please return this signed receipt form to the school site administrator.

CENTRAL UNIFIED SCHOOL DISTRICT

School Year 2018 - 2019

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Signature:  Date: 10/11/2018

Printed Name: CEASAR DIAZ

School Connected/Booster Club Name: CG TOUCHDOWN CLUB

Office Held: VICE-PRESIDENT

Maintain a copy of this manual for your reference.

Please return this signed receipt form to the school site administrator.

CENTRAL UNIFIED SCHOOL DISTRICT

School Year 2018 - 2019

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Signature:  Date: 10/11/2018

Printed Name: CANDYCE MONTELONGO

School Connected/Booster Club Name: CG TOUCHDOWN CLUB

Office Held: TREASURER

Maintain a copy of this manual for your reference.

Please return this signed receipt form to the school site administrator.

CENTRAL UNIFIED SCHOOL DISTRICT

School Year 2018 - 2019

School Connected/Booster Club Manual Acknowledgement Form

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Signature: Rebecca Diaz Date: 10/11/2018

Printed Name: REBECCA DIAZ

School Connected/Booster Club Name: CG TOUCHDOWN CLUB

Office Held: SECRETARY

Maintain a copy of this manual for your reference.

Please return this signed receipt form to the school site administrator.

Profit and Loss Statement

School Connected Organization: CG TOUCHDOWN CLUB

School Year: 2017-2018

* Complete the shaded areas only

Beginning Balance \$16,553

Revenues Earned for the School Year..... \$170,373

Adjusted Balance..... \$0

Total Disbursements for the School Year..... \$177,782

Ending Cash Balance as of June 30, 2018 \$9,144

President Signature

Tresurer Signature

Board Approval date: October 25, 2018



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 #: CA096464

NAMED INSURED MEMBER:

CG Touchdown Club
Attn: Tod Tompkins or Current Officer
4460 W. Shaw Ave. Box 349
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	CPG1090669	9/12/18 - 9/12/19	\$ 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 / Extended Medical Payments	CPG1090669	9/12/18 - 9/12/19	\$ 0	Any One Person	\$5,000
Tudor Insurance Company / Professional Liability (Directors & Officers Liability)	CPG1090670	9/12/18 - 9/12/19	\$ 1,500	Aggregate	\$1,000,000

Retro-active Effective Date: 9/12/17

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