

Central Unified School District

Application for School Connected/Booster Club



New Application



Renewal Application

(required each school year)

GENERAL INFORMATION			
Name of Organization	Teague Elementary Parent Faculty Club	School Site	Teague Elementary
Mailing Address	4725 N. Polk Ave Fresno CA 93722	School Year	2018 - 2019
		Date Requested	

EXECUTIVE BOARD OFFICERS				
	Name	Address	Phone	Email
President	LIZETT LORENT	5331 W. HOLLAND AVE	270-4455	
Vice President	BETTRICE BARASAS		223-0761	
Secretary	ANNA MALDOMADO		907-8346	
Treasurer	MARIA AVAREZ		269-5341	


PURPOSE (Describe the purpose of the organization)

ANNUAL OBJECTIVES (List specific goals for the school year)

FINANCIAL INFORMATION			
Name of Bank	Educational Employees Credit Union	Account Number	11987216
Address of Bank	P.O. Box 5242 Fresno CA 93755	Authorized Signers	Maria L. Muñoz
Tax ID #(EIN)	30-0851815		

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 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: <u></u>	Date: <u>8/24/18</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.

Teague Elementary School Parent Faculty Club

4725 N. Polk, Fresno Ca 93722

BYLAW/S

School Year: 2018/19

Approval Date: 5/25/18 See Attached: _____

Purpose:

The Teague Elementary School Parent Faculty Club is organized for the purpose of supporting the education of children at Teague Elementary School by fostering relationships among the school, parents, and faculty.

EIN # 30-0851815

Members:

Any parent, guardian, or other adult standing for a student at the school may be a member and shall have voting rights. Any employed Faculty member at the school may be a member and have voting rights. This organization must have 5 members to operate.

Officers and Elections:

1. **Officers-** The officers shall be a president, vice president, secretary, treasurer, auditor and historian.
 - a. **President-** The President shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as a member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.
 - b. **Vice President-** the vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve.
 - c. **Secretary-** The secretary shall keep all records of the organization, take the record minutes, prepares the agenda for meetings. The secretary also keeps a copy of the minutes, bylaws, member list, and any other necessary supplies, and brings them to meetings.
 - d. **Treasurer-** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the

approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year.

- e. Auditor- The Auditor is to determine the accuracy of the books and records of the treasurer. Detect and recommend corrections of errors.
- f. Historian- The Historian shall take pictures of the events at the school. Put pictures on bulletin board and keep binder of extra pictures.

Terms of Office:

Officers are elected for four years and may service no more than four consecutive terms in the same office. Each person elected shall hold only one office at a time. Officers can be removed from office with or without cause by a two-thirds vote of those present at a regular meeting where previous notice has been given.

Meetings:

The annual meeting is to be held the last week of May of each calendar year to nominate and elect officers for next year with 5 members present. The organization shall have at least 3 meetings per school year. The first meeting is to welcome parents, faculty, and community members to become involved, discuss current Budget and Fund Raisers for that calendar year. Also to Vote and Pass BYLAWS (read by President).

Executive Board:

Two meetings per school year are to be with the Executive Board Members to discuss outline of meetings, budget and bylaws. The Executive Board shall consist of the Officers, Principal(non-voting position), and standing committee chairs.

Finances:

1. A tentative budget shall be drafted in the beginning for each school year and approved by a majority vote of the members present.
2. The Treasure shall keep accurate records of any disbursements, income and bank accounts information.
3. The board shall approve all expenses of the organization.
4. Two authorized signatures shall be required on all checks. Authorized signers shall be the president, vice president and treasurer.

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: UZETT LORENTI

Date: 8/17/18

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: 8/17/18

Printed Name: LIZETT LORENTI

School Connected/Booster Club Name: Teague Elementary Parent Faculty 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 2018/19

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Signature: _____

Beatrice Barajas

Date: _____

9/6/18

Printed Name: _____

Beatrice Barajas

School Connected/Booster Club Name: _____

PFC

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

School Connected/Booster Club Manual Acknowledgement Form

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Signature:  Date: 09/06/18

Printed Name: Ana M. Maldonado

School Connected/Booster Club Name: Parent faculty 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: Teague Elementary Parent Faculty Club
School Year: 2017 - 2018

** Complete the shaded areas only*

Beginning Balance	\$ 634 - 17
Revenues Earned for the School Year.....	\$ 33,554 - 43
Adjusted Balance.....	\$ 34,188 - 60
Total Disbursements for the School Year.....	\$ 34,179 - 82
Ending Cash Balance as of June 30, <u>2017</u>	\$ 8 - 78

President Signature

Treasurer Signature

Board Approval date: _____



ASSOCIATION
INSURANCE
MANAGEMENT INC

MEMBER CERTIFICATE OF INSURANCE

9/13/18

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

Insured #: CA091479

NAMED INSURED MEMBER:

Teague Elementary Parent Faculty Club
Attn: Betty Barajas or Current Officer
4725 North Polk 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	CPG1090929	9/8/18 - 9/8/19	\$ 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	CPG1090929	9/8/18 - 9/8/19	\$ 0	Any One Person	\$50,000
Tudor Insurance Company / Fidelity Bond (Crime)	CPG1086208	9/13/18 - 9/8/19	\$ 250	Each Occurrence	\$10,000

Central USD is added as an Additional Insured to the General Liability policy only.

Certificate Holder:

Central USD
4605 N. Polk
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

REC'D SEP 14 2018