

# Central Unified School District

Application for School Connected Organization/Booster Club/PTA

☐

New Application (must be typed)

☒

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

## GENERAL INFORMATION

Name of Organization	Central Grizly Band Boosters, Inc	School Site	CHS
Mailing Address	1644 N. Cecelia Ave Fresno CA 93722	School Year	2018-19
		Date Requested	9/27/18

## EXECUTIVE BOARD OFFICERS

	Name	Address	Phone	Email
President	April Henry	1644 N Cecelia Ave, Fresno CA 93722	559-288-0856	grizzlyhighband@gmail.com
Vice President	Karen Stevenson	7269 N. McCaffrey, Fresno CA 93722	559-355-5217	grizzlyhighband@gmail.com
Secretary	Julie Ortiz	7834 N. Wheeler, Fresno CA 93722	559-285-8276	grizzlyhighband@gmail.com
Treasurer	Wendy Yribarren	12249 W. Nielsen Ave, Kerman CA 93630	559-285-6122	grizzlyhighband@gmail.com

## PURPOSE (Describe the purpose of the organization)

Raise supplementary funding for the Central High School Grizzly Band Program.

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

Raise funds to help in the areas of Marching Band, Wind Ensemble, Jazz, Percussion & Color Guard providing additional monetary support for the costs of competitions, instruments, travel, music, drill, uniforms, and shows.

**FINANCIAL INFORMATION**

Name of Bank	Bank of America	Account Number	325078938957
Address of Bank		Authorized Signers	Wendy Yribarren
			April Henry
Tax ID #(EIN)	82-1550396		

**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 checked="" 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 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.

**BY-LAWS FOR  
CHS GRIZZLY BAND BOOSTERS  
DBA - Central Grizzly Band Boosters, Inc.**

**ARTICLE I - NAME AND OFFICES**

Section 1.1 Name

The name of this organization shall be "Central Grizzly Band Boosters" also known hereafter as CGBB

Section 1.2 Principal Office

The principal office of the Central Grizzly Band Boosters (CGBB) shall be the address of the current president. A post office box may be purchased at the discretion of the current board members if deemed necessary for banking purposes.

**ARTICLE II - PURPOSES, POWERS AND LIMITATIONS**

Section 2.1 Purposes

- A. The purpose of this club shall exist to support the musical education endeavors of the Band, Instrumental Music and Colorguard Programs at Central High School, Fresno Ca. through fundraising and logistical efforts.
- B. The boosters will act to the best of its abilities to promote, support, and maintain interest in the CHS Band Program and its' components; and will further support these components through all possible encouragement and viable fundraising.
- C. The Central Grizzly Band Booster Organization will not interfere with and possess no authority to address the curriculum of the CHS bands or direction of the Central High School Director of Bands. Should a situation arise in which the Booster Organization should violate the statutes set forth for the organizations in this regard, the Organization may be disbanded by the Director of Bands or CHS Administration.
- D. To cooperate with the Band director, Band, Percussion and Color guard, their officers, and representatives
- E. This club shall operate as a not-for-profit organization within the meaning of section 501c3 of the Internal Revenue Service Code.
- F. To assist the Band Director and other related school officials in acquiring the necessary equipment (uniforms, instruments, music) and personnel (students) to develop and maintain a high quality band and to cooperate with school leadership to provide band opportunities above and beyond the normal school opportunities
- G. The contribution by the CGBB of time, goods, services, and/or finances to the Program is intended to augment the Program. In pursuit of these objectives, the CGBB will neither seek to direct the administrative activities of the Program or control its policies. The CGBB shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purpose of this organization.

Section 2.2 Limitations

- A. Property. The property, assets, profits and net income are dedicated irrevocably to the purposes of supporting the musical education endeavors of the Central High School Band Program. No part of the profits or net earnings of the Central Grizzly Band Boosters shall ever inure to the benefit of any private individual, personally. No member shall participate in any decision in which that member may receive any financial benefit.  
Expenditures. The Executive board will *authorize all individual/non-budgeted expenditures up to \$1000. Any amount above that, excluding emergency repair/replacement of critical equipment/instruments must be approved by a simple majority vote of the membership present at any regular or special meeting of the CGBB.* All checks written for expenditures must include two (2) current officer's signatures, unless there is absolutely not a dual board member available on an approved item.
- B. Dissolution. In the event of dissolution of the Central Grizzly Band Boosters (as is required by law or by majority vote at a regular or special meeting pursuant to Article IV), the remaining net assets of the boosters will, after paying or adequately providing for the payment of debts, obligations and liabilities of the

boosters, be distributed to one or more non-profit funds, foundations, corporations or other organizations which are organized and operated exclusively for charitable purposes and which has established its tax exempt status within the laws and regulations of the Internal Revenue Code. Priority for receiving net assets of the Central Grizzly band Boosters shall go to Central High School ASB.

### **ARTICLE III – MEMBERSHIP**

#### **Section 3.1 Class of membership and rights**

The Central Grizzly Band Boosters shall have two classes of members as follows:

- A. Voting Members
- B. Honorary Members

Voting members have the voting rights specified in Section 4.4. Honorary members have no voting rights, but may attend all meetings and participate in discussions. In all other respects, the rights and privileges of each member, regardless of classification are equal. No voting member shall hold more than one membership.

#### **Section 3.2 Qualifications**

- A. Voting membership is limited to actively involved parent(s), guardian(s), sibling (18 or older), staff, or grandparent of a current Central High School band member interested in supporting the progress and overall development of the Band Program
- B. Honorary membership may be conferred upon deserving persons with the approval of a simple majority vote of the Central Grizzly Band Boosters.

#### **Section 3.3 Nonliability of members.**

Members are not personally liable for the debts, liabilities, or obligations of the corporation.

#### **Section 3.4 Membership fees.**

No fees shall be collected as a condition to membership.

### **ARTICLE IV – MEETINGS**

#### **Section 4.1 Regular Meetings**

Regular meetings of the Central Grizzly Band Boosters shall be held at least one time per quarter but may be more often if deemed necessary. Meeting day and time shall be at the discretion of the current board members. The change of a meeting date/time shall be announced at least 48 hours before the regularly scheduled meeting. Regular meeting locations are to be determined at the discretion of the current board members.

#### **Section 4.2 Special Meetings**

Special meetings of the Central Grizzly Band Boosters may be called by any current board members. Such meetings shall be held at the time set by the person or persons calling the meetings. Special meetings may be held only upon 48 hours notice by announcement at any regular meeting or through special notice by mail, phone, email or any other form of media communication. Such announcement shall include the agenda item(s) of the meeting.

#### **Section 4.3 Quorum**

Central Grizzly Band Boosters shall establish a quorum for the transaction of business in any meeting. Half of the board members plus one shall constitute a quorum.

#### Section 4.4 Voting

Each family receives (1) vote per current band member. If a family has more than 1 student involved in band, they receive that equal number of votes. Votes = current # of students in band per family

#### Section 4.5 Conduct of Meetings

Meetings may be governed by Robert's Rules of Order, as may be revised from time to time, insofar as the rules are not inconsistent with or in conflict with these By-laws or with law.

### **ARTICLE V – OFFICERS AND DUTIES**

#### Section 5.1 Titles

The officers of the Central Grizzly Band Boosters shall be President, Vice President, Secretary and Treasurer. Officers shall consist of parent/guardian voting members only.

#### Section 5.2 Election

To be elected an officer of the Central Grizzly Band Boosters, one must be nominated by at least one (1) club member. To be eligible, the nominee, must be actively involved and have held a leadership position (ie. in the current year have been a committee chair/leader or held a lead role in an event/function, previous band leadership role). Nominations will be taken for each office from the voting members at the April regular meeting- voting can take place if there is no opposition. Additional nominations may be taken from the floor at the May regular meeting, if needed/necessary. The officers shall be elected by secret ballot at the April or May regular meeting based on nominations and/or schedules.

#### Section 5.3 Terms of Office

Each director shall hold office of a period of one year, however there is no limit to the number of consecutive one-year terms a duly elected or appointed director/officer may serve.

The term of office for directors shall commence at the start of the fiscal year, and conclude with the ending of the fiscal year.

#### Section 5.4 Duties of Officers

- A. President – The president shall preside over all meetings of the Central High Grizzly Band/Grizzly Band Boosters, shall sign all contracts and other instruments on behalf of the club which have first been approved by the voting membership, and shall direct the affairs of the club. The president also holds the role of head band parent under the direction & guidance of the Director.
- B. Vice President – The Vice President shall perform all the powers granted to the President by these By-laws in the event of the President's absence or inability or unwillingness to so act. The Vice president shall also perform other duties as directed by the Central Grizzly Band Boosters.
- C. Secretary – The secretary shall keep a record of all proceedings of the Central Grizzly Band Boosters and shall serve all required notices. The secretary shall also maintain a membership ledger as recorded at each regular or special meeting of the Central Grizzly Band Boosters.
- D. Treasurer – The treasurer shall maintain all appropriate financial records on behalf of the Central Grizzly Band Boosters and shall keep an account of all monies received, deposited and distributed in the name of the Central Grizzly Band Boosters. The treasurer shall be responsible for checks and other negotiable instruments on behalf of the club and shall generally be responsible for all fiscal, tax and insurance transaction accountings for the club. The treasurer shall report the financial condition of the Central Grizzly

Band Boosters at each regular meeting, and shall submit at each inaugural meeting of the new school year (August) a detailed financial condition of the club for the preceding fiscal year.

E. Band Director (Ex-Officio): The position is held permanently by the Central High School Director of Bands.

*The Executive Board shall:*

- *Make recommendations to the general membership and exercise supervision over the affairs of the CGBB.*
- *Appoint a review committee before end-of-year to review the books if an audit is pending.*
- *Each officer shall be an active member in good-standing of CGBB.*

*Limitation of Power:*

*-Neither the general membership nor the CGBB Executive Board shall have any power or authority to borrow money or incur indebtedness to encumber any future Board or membership of this non-profit organization.*

#### Section 5.5 Other Officers

The Central Grizzly Band Boosters may appoint any other officer that the club may require, each of whom shall have the title, hold the office for the period, have the authority and perform the duties specified in the By-laws or determined from time to time by the Central Grizzly Band Boosters. Such appointment is to be confirmed by a simple majority vote of the Central Grizzly Band Booster members.

- Chairs & committees shall be directed by the President as needed to fill specific functions.

#### Section 5.6 Removal of Officers

Any officer may be removed by the Central Grizzly Band Booster club in the event that said officer is absent from any combination of three (3) successive regular and/or special meetings or five (5) non-successive regular and/or special meetings per fiscal year (see Article VII Fiscal Year) unless excused by reason of illness or out of area circumstances.

#### Section 5.7 Resignation of Officers

Any officer may resign upon written notice to the Central Grizzly Band Boosters.

#### Section 5.8 Vacancies in Office

A vacancy occurring in any office because of death, resignation, removal or other cause, shall be filled in the manner prescribed in the by-laws for regular appointments to the office; provided that such vacancies shall be filled as they occur and not on an annual basis. In the event the presidency is vacated, it may be filled by any remaining member of the Executive Board in an interim capacity until the end of the term. The outgoing President shall remain on the Executive Board as an Advisor for a period of (1) year.

#### Section 5.9 Compensation

Officers shall serve without compensation except that they shall be allowed reasonable advancement or reimbursement of expenses incurred in the performance of their regular duties.

#### Section 5.10 Non-liability of Directors

The directors shall not be personally liable for the debts, liabilities, or other obligations of the corporation.

### **ARTICLE VI – CLUB RECORDS**

#### Section 6.1 Maintenance of Club Records

The following records shall be maintained at the club office:

- A. Minutes of all regular and special meetings of the Central Grizzly Band Boosters
- B. Complete and accurate books and records of account, including accounts of the club's assets, liabilities, receipts and disbursements.
- C. A record of all officers setting forth their names and addresses

- D. One copy each of the Central Grizzly Band Booster by-laws, Charter and Rules as amended to date.
- E. The I.R.S. Employer ID number for Central Grizzly Band Boosters organization is **82-1550396**

#### Section 6.2 Inspection of Records

Every member shall have the absolute right at any reasonable time to inspect and copy all records, books of account and documents of every kind, and to inspect the physical properties of the Central Grizzly Band Boosters.

### **ARTICLE VII – FISCAL YEAR**

#### Section 7.1 Fiscal Year of the Central Grizzly Band Boosters, Inc

The fiscal year of the club shall begin on the first day of July and end on the last day of June in each year.

### **ARTICLE VIII – AMENDMENTS**

#### Section 9.1 Amendments of By-laws

These by-laws may be amended by a two-thirds (2/3) majority vote of the voting members of the Central High Grizzly Band, provided that a written notice of the proposed amendment has been presented at a regular meeting not less than thirty (30) days prior to the regular meeting at which such amendment shall be considered.

Initial Bylaws – Approved: \_\_\_\_\_



## Profit and Loss Statement

School Connected Organization: Central Grizzly Band Boosters  
School Year: 2018-19

*\* Complete the shaded areas only*

Beginning Balance ..... \$ 0 -

Revenues Earned for the School Year..... \$ -

Adjusted Balance..... \$ -

Total Disbursements for the School Year..... \$ -

Ending Cash Balance as of June 30, 2018 ..... \$ 8915<sup>00</sup>

President Signature

April Hwang

Treasurer Signature

Monoly Yunker

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

\* most band expenses are 3rd qtr - so funds have to be available fiscal end June 30

\* New 2017-18





ASSOCIATION INSURANCE  
MANAGEMENT INC

MEMBER CERTIFICATE OF INSURANCE

9/27/18

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

Insured #: CA186076

**NAMED INSURED MEMBER:**

Central Grizzly Band Boosters, Inc.  
Attn: April Henry or Current Officer  
1644 N. Cecelia 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	CPG1078168	4/25/18 - 4/25/19	\$ 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
					\$5,000
Tudor Insurance Company / Extended Medical Payments	CPG1078168	4/25/18 - 4/25/19	\$ 0	Any One Person	\$1,000,000
Tudor Insurance Company / Professional Liability (Directors & Officers Liability)	CPG1078169	4/25/18 - 4/25/19	\$ 1,500	Aggregate	\$10,000
		Retro-active Effective Date: 4/25/18			
Tudor Insurance Company / Fidelity Bond (Crime)	CPG1064381	4/25/18 - 4/25/19	\$ 250	Each Occurrence	\$10,000

Central Unified School District is added as an additional Insured for General Liability 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](http://www.aim-companies.com)

AUTHORIZED REPRESENTATIVE