

EDMOND PUBLIC SCHOOLS

**APPLICATION FOR SANCTIONING
June 1, 2021– May 31, 2022**

UNDER OKLAHOMA STAT. TITLE 70 SECTION 5-129.1 (HB 2107)

This is a request for sanctioning by the Applicant, a student achievement program or a parent-teacher association or organization, to the Board of Education of Edmond Public Schools, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. Sanctioned organizations are permitted to use the school's name in the organization's name to identify themselves and to conduct fundraising activities on school property.

Name of Applicant: _____

Applicant's Address: _____

Applicant's Taxpayer I.D. Number: _____
(Applicant **MUST** furnish a valid tax ID number; social security numbers may not be used.)

Current (Outgoing) Officers:

	President	Treasurer
Name	_____	_____
Home Phone #	_____	_____
Work/Cell #	_____	_____
E-Mail Address	_____	_____

Incoming Officers:

	President	Treasurer
Name	_____	_____
Home Phone #	_____	_____
Work/Cell#	_____	_____
E-Mail Address	_____	_____

Describe how the school district
and its students will benefit if the
applicant is sanctioned.

List intended fundraising activities.

List intended use of funds generated.

	YES	NO
Has applicant received tax-exempt status from the IRS under section 501(c)(3) of the Internal Revenue Code?		
Does applicant certify that any and all required tax returns (e.g. IRS Form 990, 1099's, payroll tax returns, sales tax returns) were timely filed for the previous tax year? (A copy of the organization's most recent tax return must be included with this application.)		
Does the applicant hold annual election or affirmation of officers?		
Is any officer an employee of Edmond Public Schools? (If yes, provide a list including name, title and site.)		
Does the applicant hold periodic meetings that are open to the membership?		
Does the applicant provide full financial disclosure to the membership at regular intervals and upon reasonable request by any member?		
Does the applicant require two signatures on checks issued? Effective 07/01/15, all organizations must have two signatures on all checks.		
Does the applicant allow the use of debit cards? The school district strongly discourages the use of debit cards.		
If debit cards are being used, are statements reviewed monthly by 2 officers other than the debit card holder?		
Does the applicant require surety bonds for the treasurer and other members who handle money?		
Does the applicant obtain officer liability insurance coverage?		
Has the applicant paid or awarded any cash or non-cash items to employees of the Edmond Public School District? (If yes, provide a list by employee of amounts/values, description, purpose, and whether a 1099 was issued.)		
Did the applicant donate any items valued >=\$1,000 (per item) to the school? (If yes, provide a list of items donated, value of each item, serial number, and date donated.)		
Did the applicant receive any cash or non-cash donations/gifts valued >=\$1,000? (If yes, provide a list of each donor, item(s) donated, the value of the item(s), and the date donated.)		
Does the applicant have any liabilities, debt, or promissory notes? (If yes, financial statements must include a full balance sheet in addition to the requested cash flow statement.)		
Did the applicant make any changes to its by-laws since the last time it applied for sanctioning? (If yes, attach amended by-laws.)		

Applicant certifies that it does not and will not discriminate with respect to its benefits, membership, programs, operation or organization on the basis of race, gender, age, religion, national origin or disability.

Applicant acknowledges that the Board of Education has the discretion to sanction or decline to sanction the applicant, and the decision of the Board of Education is final and non-appealable. Applicant further acknowledges that (a) the Board of Education may, at any time, request the records maintained by the Applicant, which the Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interests of the school district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

INSTRUCTIONS FOR COMPLETING APPLICATION:

- Complete, sign, and date the application. (Please print or type.)
- Attach the following:
 1. Cash flow statement in prescribed format for the period from June 1, 2020 through May 31, 2021.
 2. Balance sheet as of May 31, 2021 (if applicant has any liabilities or assets other than cash.)
 3. Bank statement as of May 31, 2021. (If check images are not included with the bank statement, please include copies of a sample of checks to show that two signatures were practiced throughout the fiscal year.)
 4. Bank reconciliation as of May 31, 2021.
 5. Copy of signature cards on all bank accounts.
 6. Signed statement of reviewer/auditor of financial records. Reviewer may be an independent accountant or a member of the organization but not an officer or relative of an officer.
 7. List of all cash or non-cash payments/awards to employees of Edmond Public Schools (if applicable), to include employee name, amount/value, description, purpose, and whether a 1099 was issued.
 8. List of items valued \geq \$1,000 donated to the school (if applicable), to include description of item donated, value of each item, serial number, and date donated.
 9. List of donors and items donated for contributions of cash or property valued \geq \$1,000 to the organization or to the school through the organization (if applicable), to include name of each donor, description of item donated, the value of the item, and the date donated.
 10. By-laws (required if organization is new or changed its by-laws since it was last approved for sanctioning).
 11. A copy of the organization's most recent tax return.
- Deliver this application and attachments to:

Nicole Ball, Finance Supervisor
Edmond Public Schools
1001 W. Danforth Road
Edmond, OK. 73003-4801

I hereby certify that all information provided in this application for sanctioning is true, correct, and complete.

Applicant

By: _____
(signature)

Date: _____

(print name and title)