

To: President and/or Treasurer of Sponsoring Club
From: Nicole Ball, Finance Supervisor
Re: Sanctioning Application for 2021-2022 School Year
Date: April 20, 2021

In accordance with the policy of the Edmond Public Schools Board of Education, the Board on an annual basis must sanction all organizations or associations desiring to be exempt from the District's school activity fund regulations. Please use the attached sanctioning information to help you in the application process.

- Application for Sanctioning
- Sanctioned Organizations – Frequently Asked Questions
- Cash Flow Statement Prescribed Format
- Sample Wording for Financial Review if not Performed by a CPA
- Board Policy # 5680, Sanctioning Organizations by Board of Education (**Revised 01/12/15**)
- Board Administrative Operating Guideline #5680AOG, Sanctioning of Organizations and Associations (**Revised 04/11/17**)
- Sanctioning Overview
- Guidelines for Internal Control in a Small Organization
- State Law on Charity Games (Bingo)

Please note for 2021-2022:

- **A copy of the organization's most recent tax return *must* be included with your application.**
- **Presidents and treasurers of sanctioned organizations will be required to attend the annual sanctioning seminar.** We will send out more information on the seminar(s) once scheduled.

Completed sanctioning applications should be returned to the business office by June 15, 2021 for processing. Sanctioning applications will be on the agenda for approval at the August 2nd Board meeting. If you have any questions, please call my office at 340-2881. Thank you for your assistance.