

**TULSA PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING
UNDER OKLA. STAT. tit. 70 § 5-129.1
2017-2018**

This is a request for sanctioning by the applicant organization to the Board of Education of the Tulsa School District. The applicant is a student achievement program, booster club or a parent-teacher association or organization. A sanctioned organization is independent organization and funds it collects are exempt from the statutory controls over school activity funds.

Name of Applicant Organization: _____

Organization's Taxpayer I.D. # (EIN) (REQUIRED): _____

Copy of EIN attached: ____ Yes ____ No

Are you a 501(c)3 or incorporated organization? ____ Yes ____ No

Did your organization file a Form 990 with the IRS last school year? ____ Yes ____ No

Applicant's representative from who additional information may be obtained (include, a minimum, both the President and Treasurer) **Email address is required:**

President

Name: _____

Address: _____

Phone: (cell) _____ (other) _____

Email: _____

Treasurer

Name: _____

Address: _____

Phone: (cell) _____ (other) _____

Email: _____

Is the President a Tulsa Public School's Employee? If so, have you applied for a hardship exception?
____ Yes ____ No

Is the Treasurer a Tulsa Public School's Employee? If so, have you applied for a hardship exception?
____ Yes ____ No

Has the organization made any payments to district employees during the past 12 months? ____ Yes ____ No

If yes, list the name of employee, amount, and reason for payment, using the back of this form as necessary.

Applicant's Purpose, Goals, Organizational Structure, and membership requirements (You may attach relevant documents to this application): _____

REQUIRED:

A District employee sponsor/coach (name and title): _____

List titles and dates of courses attended on financial management (include name and title of current officers who attended). You may include this seminar.

STATEMENT OF UNDERSTANDING AND NONDISCRIMINATION

We, the officers, agree if sanctioned pursuant to Board Policy 5707, to follow proper bookkeeping procedures and to ensure the safeguarding of all assets. We, the officers, agree the organization will not hire or pay Tulsa Public School’s employees unless authorized pursuant by Policy 5707. We understand that effective July 1, 2017, a Tulsa Public Schools employee cannot hold the office of president or treasurer, unless the organization has applied for and been granted an exception. We certify that the organization does not and will not discriminate with respect to benefits, membership, programs, operation or organization on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, disability, genetic information, veteran status, marital status or age.

President of Organization Date _____
Treasurer of Organization Date

Principal Date

Checklist of Required Attachments:	Attached?
A. Annual Financial Report as of June 30, 2017	_____
B. Bank statement confirming reconciliation with the cash balance	_____
C. Description of Organizations Membership Requirements and Dues Schedule	_____
D. Description of Planned Fund Raising	_____
E. Copy of EIN Confirmation form from IRS	_____
F. Copy of Form 990 filed for year 2016	_____

Prepare and attach the Tulsa Public Schools Annual Financial Report form with your banking information, beginning balance, ending balance, revenue and expenditures from 2016-2017, for the organization. Please send completed application and financial report and any supporting documentation to the Chief Financial Officer, 3027 S New Haven Ave, Tulsa, OK 74114, or by email garrekal@tulsaschools.org on or before **OCTOBER 1, 2017**. **Any change in officers or tax status must be reported to the district by completing a revision and submitting it to the Chief Financial Officer.**