



**DEER CREEK PUBLIC SCHOOLS
APPLICATION FOR SANCTIONING
June 1, 2020 – May 31, 2021**

In accordance with OKLAHOMA STATUTE TITLE 70-5-129.1, 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 Deer Creek Public Schools, pursuant to which the funds collected by the Applicant are exempt from the statutory controls over school activity funds. The Applicant is a student achievement program or a parent-teacher association or organization. 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 Organization: _____

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.)

<u>Current Officers:</u>	President	Treasurer
Name	_____	_____
Phone Number	_____	_____
E-Mail Address	_____	_____

<u>Incoming Officers:</u>	President	Treasurer
Name	_____	_____
Phone Number	_____	_____
E-Mail Address	_____	_____



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Name of Organization / Association: _____

Organization's Purpose: _____

Goals for upcoming year: _____

Organizational Structure: _____

What are the Membership Requirements? _____

How will the district and its students benefit if the organization is sanctioned?

List intended fundraising activities: #1 _____ **#2** _____

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 Deer Creek 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?		
Does the applicant allow the use of debit cards?		
If the applicant allows the use of debit cards, is there a limit on the amount of single transaction?		
Does the applicant require surety bonds for the treasurer and other members who handle money?		
Has the applicant paid or awarded any cash or non-cash items to employees of the Deer Creek 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 \geq \$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 \geq \$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.)		



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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.

Applicant also acknowledges that, in order for the District to consider whether to maintain the sanctioning action of Applicant, Applicant shall provide to the Board of Education, upon request, on an annual basis, and prior to any fundraising events, such information as may be requested by the Board, including without limitation the audit report, if any, for Applicant's recently ended fiscal year, prepared by an independent accounting firm.

Instructions to Applicant:

1. **Attend a sanctioning meeting.**
2. **Complete, sign and date this application. Please clearly print or type.**
3. **All applications must be completed and submitted by June 15, 2020.**
4. **Attach the following:**
 - i. **Application**
 - ii. **Signed statement of reviewer/auditor of financial records.**
 - iii. **(Reviewer may be an independent accountant or a member of the organization who is not and officer or relative of an officer.)**
 - iv. **A copy of the organizations most recent tax return.**
 - v. **By-laws (add new if changed/updated or if this is a new organization)**
 - vi. **Proposed Budget / List of Fundraisers (use provided document)**
 - vii. **Bank Reconciliation as of May 31, 2020**
 - viii. **Bank Statements for preceding year - June 1, 2019 through May 31, 2020**
 - ix. **Receipts from June 1, 2019 through May 31, 2020**
5. **Deliver the required folder, application, and supporting documents to:**

James Edwards, CFO
Deer Creek Public Schools
20701 North MacArthur Blvd. Edmond, OK 73012

Name of Organization / Association: _____

Signature of Applicant: _____ Dated: _____

Name of Applicant: _____

(print first and last name)



**DEER CREEK PUBLIC SCHOOLS
SANCTIONED ORGANIZATION/ASSOCIATION
FINANCIAL STATEMENT UNAUDITED**

NAME OF ORGANIZATION/ASSOCIATION: _____

FINANCIAL ACTIVITY FOR SCHOOL YEAR 2019 - 2020

Beginning Cash Balance, June 1, 2019 \$ _____

Collections:

Fund Raisers: _____

Donations: _____

Contributions: _____

Other (list): _____

Total Collections: \$ _____

Expenditures:

Fund Raising Expenses: _____

Supplies/Materials: _____

Advertising: _____

Equipment: _____

Donations: _____

Other (list): _____

Total Expenditures \$ _____

Ending Cash Balance, May 31, 2020 \$ _____

I, the undersigned officer of the above-named organization/association, do certify that this is a true representation of the organization's financial activity for the 2018-2019 school year. I further understand and agree that I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and that the failure to do so may result in revocation of the Board's sanctioning approval.

Officer/Director Title Date

Received and reviewed by Deer Creek Public Schools:

Superintendent/Board of Education, President Date

It should be noted that the sanctioning by the Board of Education in no way grants the organization or association "tax-exempt" status for its operations, nor does it grant "tax-deductible" status to its donors. The organization or association should consult a tax professional for advice on these matters.



**DEER CREEK PUBLIC SCHOOLS
SANCTIONED ORGANIZATION/ASSOCIATION
FINANCIAL STATEMENT UNAUDITED**

NAME OF ORGANIZATION/ASSOCIATION: _____

FINANCIAL ACTIVITY PROJECTION FOR SCHOOL YEAR 2020 – 2021

Beginning Cash Balance, June 1, 2020 \$ _____

Collections:

Fund Raisers: _____

Donations: _____

Contributions: _____

Other (list): _____

Total Collections: \$ _____

Expenditures:

Fund Raising Expenses: _____

Supplies/Materials: _____

Advertising: _____

Equipment: _____

Donations: _____

Other (list): _____

Total Expenditures \$ _____

Ending Cash Balance, May 31, 2021 \$ _____

I, the undersigned officer of the above-named organization/association, do certify that this is a true representation of the organization's projected financial activity for the 2020-2021 school year. I further understand and agree that I/we may be required to submit further financial information on the organization/association at the request of the Board of Education, and that the failure to do so may result in revocation of the Board's sanctioning approval.

Organization Officer/Director Title Date

Received and reviewed by Deer Creek Public Schools:

Superintendent/Board of Education, President Date

It should be noted that the sanctioning by the Board of Education in no way grants the organization or association "tax-exempt" status for its operations, nor does it grant "tax-deductible" status to its donors. The organization or association should consult a tax professional for advice on these matters.



**DEER CREEK PUBLIC SCHOOLS
SANCTIONED ORGANIZATION/ASSOCIATION
FUNDRAISING PROJECTIONS 2020 – 2021**

NAME OF ORGANIZATION/ASSOCIATION: _____

2020 – 2021 OFFICERS:

Name	Title	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Proposed Fund Raising Activity/Product	Date(s)	Projected Profit
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Comments:

I, the undersigned officer of the above-named organization/association, do certify that this is a true representation of the school's/organizations/association's projected fundraising activities for the 2020-2021 school year. I further certify that if a conflict exists between another school/organization/association, I will meet in a cooperative effort to resolve the conflict, which keeps the best interest of our students and school district at the heart of any decision.

_____ **Officer/Director** **Date**

_____ **Principal/Director** **Date**

It should be noted that the sanctioning by the Board of Education in no way grants the organization or association "tax-exempt" status for its operations, nor does it grant "tax-deductible" status to its donors. The organization or association should consult a tax professional for advice on these matters.



**DEER CREEK PUBLIC SCHOOLS
SANCTIONED ORGANIZATION/ASSOCIATION**

REVIEW OF FINICIAL STATEMENTS AND TRANSACTIONS OF:

(NAME OF ORGANIZATION/ASSOCIATION)

For the period from June 1, 2019 through May 31, 2020

I, the undersigned, have reviewed the financial statements and transactions for the above named organization/association for the period of time above. I do hereby certify that the financial transactions were made in accordance with the organization’s by-laws and procedures, expenditures were properly approved, and the financial records are true and correct, exempt for the following exceptions*, if any.

I further certify that I am not an officer of the organization.

Signature Date

Print Firs / Last Name

Title

Company

***Exceptions:** _____



DEER CREEK PUBLIC SCHOOLS

SANCTIONING FREQUENTLY ASKED QUESTIONS & INFORMATION

What steps are required by the booster club to be sanctioned?

- a. Complete the application, provide all documentation and attend required sanctioning meeting.**
- b. Once all documentation is provided, application must be Board approved.**
- c. Sanctioning runs from June 1st through May 31st each year.**

If Sanctioning is granted:

- The applicant agrees that any equipment purchased/donated for the benefit of Deer Creek Public Schools or any department of Deer Creek Public Schools by the organization will be donated to the School District by notifying the Superintendent of Schools in writing so that the Board of Education can accept the item at the meeting.
- The organization will not use a volunteer, employee or pay any individual to perform duties on school property for the benefit of any department of the School District without approval of the school district.
- Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school controlled and/or owned properties will be presented to the Board in official session for its consideration, evaluation and approval. This must be done before any public announcement is made.
- Sanctioned groups understand and agree that if sanctioning is granted, non-compliance with Board Policy and sanctioning requirements will be cause for sanctioning to be revoked and the organization will not be allowed to use school facilities nor be allowed to contribute to the support of any District activity.

What does it mean to be sanctioned?

Sanctioning by the School District merely enables an organization to operate for the benefit of students of the School District without being subject to the statutory controls over student activity funds as set forth in the Oklahoma School Code, Okla. Stat. Tit. 70, Section 5-129. The organization is responsible for complying with all federal and state laws. The School District does not have responsibility to ensure compliance by the sanctioned organization.

Does sanctioning make the organization tax-exempt?

No. The organization is subject to income taxes unless it has received exemption from the IRS.

How does the sanctioned organization apply for tax-exempt status?

By first obtaining a taxpayer ID number (TIN) and then filing IRS Form 1023. Refer to IRS Publication 557, Exempt Status for Your Organization.

Does tax-exempt status mean that an organization does not have to file an annual tax return?

Tax-exempt organizations are required to file an annual information return (IRS Form 990, 990-EZ, or for organizations with annual gross receipts less than \$50,000, Form 990-N e-Postcard). Consult a tax professional.

Are donations to the sanctioned organization tax-deductible to the donor?

Only if the organization has received exemption from the IRS under internal revenue code 501(c)(3).

Can a sanctioned organization use the taxpayer ID number of the School District?

No. The sanctioned organization is a separate entity from the School District and must use its own taxpayer ID number.

How does the sanctioned organization acquire its own taxpayer ID number?

By completing and filing IRS Form SS-4. This can be done via telephone (to receive your TIN immediately), by fax (to receive your TIN in approximately 4 days) or by mail (allow 4 to 5 weeks). Forms are available online at <http://www.irs.gov>. The Tele-TIN phone number is 1-800-829-4933. The Fax-TIN phone number is 1-859-669-5760.

Can we advertise on school grounds?

All advertising must be approved by the school district in advance.