

HIGHLAND SCHOOL DISTRICT
School Support Organization (Booster/PTSA/PTO) Request for Recognition
2023-2024

This is a request for recognition as a School Support Organization of the Highland School District by the applicant organization. The applicant is a student achievement program, booster club or a parent-teacher association or organization. A recognized organization is an independent organization and the funds collected are exempt from the statutory controls over school activity funds.

Organization Name/School: _____

New organization and/or first time request? Yes No

Organization's Federal Tax I.D./EIN# _____

If new organization, is copy of EIN attached: Yes No

Organization's Mailing Address: _____ **(REQUIRED)**

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

If yes, did your organization file a Form 990 with the IRS last school year? Yes No

Applicant's Representatives (MUST include both President and Treasurer PLEASE PRINT!):

NAME	POSITION	PHONE #	EMAIL ADDRESS - REQUIRED
	President		
	Treasurer		

NOTE: Highland School District employees may not serve as Treasurer.

Has the organization made any payments to district employees during the past 12 months?

No Yes If yes, please attach a list with the name of employee, amount paid, and reason for the payment.

District employee sponsor/coach (name/title) REQUIRED: _____

Organization's Purpose: _____

Organization's Goals: _____

Organization's Planned Fundraisers: _____

Organization Name _____

STATEMENT OF UNDERSTANDING AND NONDISCRIMINATION

We the officers agree, if recognized pursuant to Board Policy 4120 and Procedure 4120P, to follow proper bookkeeping procedures and to ensure the safeguarding of all assets. We the officers agree the organization will not hire or pay a Highland School District employee. We the officers understand that a Highland School District employee may not hold the office of treasurer. An alternative to this limitation is for the school to manage their activity through the ASB (Associated Student Body) Fund. We the officers acknowledge that we have read and agree to abide by the District Guidelines for School Support Organizations (Booster Clubs, PTSA, etc.). We the officers understand that Individual Fundraising Accounts (IFAs) are not allowed under Washington State law and we agree to abide by the rules governing IFAs. We also understand that if the organization is abolished and/or ceases to exist and has met all financial responsibilities, any remaining funds shall be deposited into the General ASB Account of the school the organization serves. Furthermore, we the officers 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

Please send completed request, along with any supporting documentation, to **Francis Badu, Director of Business and Operations, Highland School District Administration Office, PO Box 38, Cowiche WA 98923**, or by email to fbadu@highland.wednet.edu on or before **OCTOBER 1, 2023**. **Any change in officers or tax status must be reported to the district by completing a revision and submitting it to the Director of Business and Operations.**