

SCHOOL YEAR: \_\_\_\_\_

PARENT-TEACHER ORGANIZATION: \_\_\_\_\_

**APPLICATION FOR OFFICIAL SANCTION OF PARENT-TEACHER ORGANIZATION**

The organization and its' officers as listed below, do hereby agree to the following terms and conditions:

1. The organization's activities shall not interfere with school operations and the process of education.
2. The organization agrees to abide by all School District of Fort Atkinson policies and any guidelines that are established under these policies. All district policies may be found on the district website at: [www.fortschools.org](http://www.fortschools.org) and guidelines may be found in school handbooks. Should a question arise regarding a policy, guideline or procedure, the organization shall inquire with the building principal as to the proper direction to follow.
3. The organization agrees to follow all policies and procedures as they relate to the use of school district facilities.
4. The organization shall be considered a separate legal entity from the school district and shall not use the district's tax exemption number and/or federal tax ID number in any financial transactions of the organization. The organization is encouraged to pursue organization under Sec. 501(c) of the Internal Revenue Code or its corresponding future provisions.
5. The organization's official Bylaws and operating procedures shall be filed with the building principal. Modifications will be submitted as soon as possible after they are adopted by the organization.
6. The organization agrees to submit an annual financial report, as well as an internal audit report, that accurately represents revenue and expenditures on a yearly basis to the District Administrator or designee. It is understood that the financial operations of the organization are the sole responsibility of the organization.
7. No district employee shall be listed as an authorized signer on the organization's bank account(s).
8. The organization agrees to submit, for informational purposes, a report which will include fundraising plans and club officers for the upcoming school year by September 1 each year.
9. The organization agrees that liability insurance is the responsibility of the organization, not the district. If the organization obtains insurance, a certificate of insurance will be provided to the school district annually with renewal and any notice of cancellations or changes in coverage.
10. The organization agrees that any claims that may arise as a result of the actions of the organization are solely the responsibility of the organization, and agrees to hold the district harmless.
11. The organization agrees that it cannot require a person to participate in fundraising, nor require that a certain amount be raised or sold per person.
12. The organization agrees that all personnel issues, including the direction of the liaison from the school, is the sole responsibility of the school district. The organization has no authority to direct or influence district employees in the performance of their duties.
13. The organization agrees that it will not be involved in engaging in policy-making activities for a student group or school program.
14. The organization agrees that it will not give anything of value to students, including awards, without approval by the building principal.

15. The organization agrees that it will not give anything of value to a school district employee. District employees may not receive compensation of any kind for their assigned activities other than that provided by the school district. Gifts to district employees may only be of minimal value (e.g. plaques, t-shirts, etc.)

Parent-Teacher Organizations should be provided a copy of this information annually by the building principal and acknowledge its receipt by affixing their signatures below.

The following are officers of the above named organization and do hereby represent agreement in full of the above terms and conditions for the entire organization:

<u>Printed Name &amp; Office Held</u>	<u>Signature</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Approval of Building Principal:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Please Attach the Following Items:**

- \_\_\_ Prior Year's Annual Financial Report
- \_\_\_ Prior Year's Internal Audit Report
- \_\_\_ Upcoming Year's Fundraising Plans
- \_\_\_ Bylaws (if changes were made)
- \_\_\_ Operating Procedures (if changes were made)
- \_\_\_ Certificate of Liability Insurance (optional)