

APPLICATION FOR SANCTIONING

This is a request for sanctioning by the applicant to the Stillwater Board of Education, 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 booster club or a parent-teacher association or organization.

Date Submitted: _____ Initial Application _____ Renewal _____

Name of Sanctioned Organization: _____

Applicant's Taxpayer I.D. Number: _____

Name of Organization Representative/
/Officer Submitting Application: _____

Applicant's Contact Information
Telephone Number: _____

Email: _____

Mailing Address: _____

Organization's Purpose, Goals, and the
Benefit to District Students: _____

(All funds raised by the organization will be used to achieve the stated purpose and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.)

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 the applicant, and the decision of the board of education is final and nonappealable. Applicant further acknowledges that (a) the board of education can, at any time, request the records maintained by the applicant, which the applicant will promptly make available, and (b) the board of education can, 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 nonappealable.

Applicant also acknowledges, if requested by the board of education, an audit report prepared by an independent accounting firm must be provided by the deadline established at the time of the request.

APPLICATION FOR SANCTIONING (Cont.)

Instructions for Completing Application:

1. Complete this application, the attached cash flow statement, and the Annual Training Certification. Please print or type. If necessary, use additional sheets of paper.
2. Attach twelve (12) months of bank statements and a reconciliation to the unaudited cash flow statement (bank statement credits and debits should match the cash flow summary collections and expenditures respectively, and be reconciled to the ending balance). Alternatively, provide an independent review certification that is signed by a minimum of two non-officer members that certifies that the bank statements were reviewed and reconciled to the annual cash flow statement provided.
3. Sign and date this application.
4. If this is an initial application for sanctioning, as described in the Definitions section of policy CFBB-P, also provide a copy of your organization's by-laws and/or constitution.

If this is an annual application for sanctioning, provide a current copy of your organization's by-laws and/or constitution **if they have been changed** since the date of your last sanctioning application.

5. Email or deliver the application and attachments to:

Chief Financial Officer
jdawson@stillwaterschools.com
314 S. Lewis
Stillwater, OK 74074

Organization Representative/Office Name and Position (printed)

Signature

Date

School Faculty Sponsor / Athletic Coach Name (printed)

Signature

Date

APPLICATION FOR SANCTIONING (Cont.)

**ORGANIZATION/ASSOCIATION
UNAUDITED CASH FLOW STATEMENT
(use this form or an equivalent form generated by the organization)**

Name of Organization/Association: _____

FINANCIAL ACTIVITY FOR SCHOOL YEAR _____

Beginning Cash Balance, June 1, _____ \$ _____

Collections:

Fund-raiser, Merchandise Sales, Etc. \$ _____

Donations \$ _____

Parent/Student Contributions \$ _____

Other (list): _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Collections \$ _____

Expenditures:

Fund Raising Expenses \$ _____

Other (list): _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenditures \$ _____

Ending Cash Balance, May 31, _____ \$ _____

I, the undersigned officer of the above-named organization/association, do hereby certify that this is a true and complete representation of the organization's financial activity for the _____ school year, to the best of my knowledge and belief. I further certify that, in accordance with the policy of the Stillwater Board of Education, I/we may be required to submit further financial information on the organization/association at the request of the board of education, and the failure to do so may result in revocation of the board's sanctioning approval.

Representative/Officer: _____ Date: _____

Title: _____

Received and reviewed by Chief Financial Officer:

Name/Title: _____ Date: _____

APPLICATION FOR SANCTIONING (Cont.)

**ORGANIZATION/ASSOCIATION
INDEPENDENT REVIEW CERTIFICATION**

This form is only required if 12 months of bank statements are not provided.

This form certifies that an internal audit committee, that is comprised of individuals who are independent from the club officers, conducted an annual audit of the club’s financial records for the year ended. A minimum of two individuals performed this audit. The audit committee should be familiar with board policies CFBB and CFBB-P and should consider recommended internal controls for sanctioned organizations.

At a minimum, an audit consists of reviewing 12 months of bank statements for the organization and confirming that they reconcile to the Unaudited Cash Flow Statement submitted as part of the annual application for sanctioning.

Signing this independent review certification also indicates that all expenditures followed the requirements in board policy CFBB with particular attention to the requirement that,

- All funds raised by the organization will be used to achieve the stated purposes and goals of the organization. No administrative fees or stipends to officers or others will be permitted. Any payments to coaches or employees must be approved by and paid through Stillwater Public Schools.

To the best of their knowledge and belief, the internal audit committee of the above-named organization/association certifies that the financial activity of the organization for the _____ school year was in accordance with board policy and reconciles to the submitted unaudited cash flow statement. (A minimum of two signatures required.)

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

Representative: _____

Date: _____

APPLICATION FOR SANCTIONING (Cont.)

ANNUAL TRAINING CERTIFICATION

This form certifies that I have read and understand the following Stillwater Public Schools policies:

- CFBB – Sanctioning of Parent Organizations, Booster Clubs, and Associations
- CFBB-P – Sanctioning of Parent Organizations, Booster Clubs, and Associations (procedures)

Further, an officer or representative of the organization requesting sanctioning attended an annual training offered by Stillwater Public Schools which covered the material in the Annual Sanctioning Overview.

Name and role of Representative(s) or Officer(s) who participated in annual training:

I understand that:

- A sanctioned organization is not an authorized agent or arm of the district, but a separate and apart legal entity. As such, the organization is responsible for complying with all federal and state laws, including, but not limited to, taxation (income and sales tax) and federal Title IX compliance (as determined and coordinated by the district).
- A sanctioned organization is on its own both financially and with regard to personal liability. The sanctioned organization cannot insinuate that it is representing the district and cannot obligate or attempt to obligate the district.
- Payments for services related to the teacher's, sponsor's, or coach's employment with Stillwater Schools should be made through the district's payroll system in order to comply with IRS regulations. The organization will reimburse the district the compensation amount plus employer FICA.

Date Training was Completed: _____

Signature of Representative/Officer: _____

Signature of Stillwater Public Schools Chief Financial Officer:
