

FINANCIAL INFORMATION

Name of Bank:	Authorized Signers:
Address of Bank:	
Booster Tax ID # (EIN)	

REQUIRED DOCUMENTS**Attach Copies**

- Booster Club/Parent Organization Constitution & Bylaws (if new or revised)
- Hold Harmless Agreement signed by president
- Acknowledgement form signed by each officer
- Annual budget
- Annual Financial Statement (if returning organization)
- Waiver(s) (if applicable, for employees acting as a Parent to serve on Executive Board)

APPROVAL

This certifies you have satisfied all sections of the Jurupa Unified School District Application for booster club / parent organizations. Authorizations are granted per school year. An application must be submitted annually.

Signature School Site Administrator: _____ Date: _____

Printed Name: _____

Authorized to operate for school year: _____

Parent Organization/Booster Club Budget

School Year: _____

REVENUES:

Description of Fundraising/Income Generating Activity	Amount

A. Total Revenues: _____

EXPENSES:

Description	Amount

B. Total Expenses: _____

C. Net Profit (A-B): _____

Balance Sheet:

Beginning Balance: _____

+ A. Total Revenues: _____

- B. Total Expenses: _____

Ending Balance: _____



JURUPA UNIFIED SCHOOL DISTRICT

Booster Club/Parent Organizations Acknowledgement

As an elected officer to a booster club/parent organization operating within the Jurupa Unified School District, I certify that I have read the Jurupa Unified School District Guidelines for Parent Booster Clubs/Parent Organizations. I understand the requirements and procedures outlined in the Board Policy and Administrative Regulation 1230, the Parent Booster Club Guidelines Manual, and agree to adhere to all requirements. At any time should I have questions regarding policies or procedures, or the information outlined in these polices and/or guidelines, I will contact the school site administration for clarification or further instruction. I further understand that the information provided in the manual is not intended to be specific or all inclusive. It is the responsibility of the booster club/parent organization to fully understand all laws that govern the operation of the organization.

Where necessary, the booster club/parent organization will seek competent professional financial and tax advice for accounting and filing requirements. The District assumes no accountability or liability for the operation and management of booster clubs/parent organizations. I understand that as an officer of the booster club/parent organization, and member of the executive board, I am required to ensure the procedures and operating practices are financially and legally sound, and in conformance with all rules, regulations, laws, ordinances and statutes applicable to the club/organization. I further understand that in the event of dissolution of the club/organization, any assets of the club/organization will revert to the district to be used at the district's discretion.

I understand and accept that Jurupa Unified School District prohibits, at any district school or school activity, unlawful discrimination, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression or association with a person or group with one or more of these actual or perceived characteristics and attest that the booster club/parent organization will abide by District policy in its membership and all operational matters.

I further understand and accept that I am legally obligated to be prudent and reasonable in conducting myself to help preserve and protect the organization.

Name of Booster Organization: _____

	Print Name	Signature
President		
Vice President		
Secretary		
Treasurer		
Other:		
Other:		

Maintain a copy of this form for your reference



JURUPA UNIFIED SCHOOL DISTRICT

Booster Club/Parent Organizations Hold Harmless Agreement

Booster clubs/parent organizations and their officers or operators will agree to indemnify, defend, and hold harmless the Jurupa Unified School District, its Board Members, officers, agents, teachers, staff or any other employees from any damage injury or harm involving any student, parent or third party arising from or which occurs in any way as a result of or related to the booster club/parent organization activities regardless of location, including every claim or demand made, every liability, loss, damage, or expense, of any nature whatsoever by any student, parent or third party which may be incurred by reason of:

Death or bodily injury to persons, loss of or injury to property, or any loss, damage or expense which may have been sustained by the booster club/parent organization or its representatives or participants, including any corporations, district employees, firm or corporation employed by the booster club/parent organization which arises from negligence or misconduct on the part of the booster club/parent organization, its representatives, students or participants, or which in any way is related to booster club/parent organization activities, regardless of date, time or location.

Any injury to or death of persons or damage to property, any loss or theft sustained by persons, firms or corporations, including the applicant participating in booster club/parent organization activities or conduct related to booster club/parent organization activities, or otherwise arising from any act of neglect, default, omission, negligence or willful misconduct of the applicant, its members, or any person, firm or corporation employed by the applicant, either directly or by independent contract, and attributable in connection with the activity covered by this agreement, on or off District property and during or outside of school hours.

Booster clubs/parent organizations, at their own expense, cost and risk, shall defend any and all actions, suits or other proceedings that may be brought or instituted against the District, its Board, officers, agents, or employees and shall pay or satisfy any such claim, demand, liability or judgment rendered against the District, its Board, officers, agents, or employees in any action, suit or other proceedings arising out of the booster club/parent organization activities.

TO BE SIGNED BY THE PRESIDENT OF THE BOOSTER CLUB / PARENT ORGANIZATION:

Name School Site: _____

Name Club/Organization: _____

Print Name: _____

Signature: _____ Date: _____

Maintain a copy of this form for your reference

Please return a signed copy of this form to the school site administrator



PTA/PTO Booster Club Waiver and Disclaimer Employee Acting in the Capacity of a Parent

Purpose: This disclaimer is intended to clarify the distinction between the school district employee's role as a parent and their role as a school staff member when acting in the capacity of a parent in connection with a PTA/PTO/Booster Club organization.

Background: As a best practice to maintain organizational separation, school district employees are typically discouraged from serving as *officers* of PTA/PTO/Booster Club organizations (i.e. President, Vice President, Treasurer, and Secretary). Employees are encouraged and may participate as *general volunteers* with the PTA/PTO/Booster club on their own personal time.

However, the site administrator may waive this best practice at their discretion. To qualify, the employee must be a parent of a student at the school where the PTA/PTO/Booster Club is organized.

Disclaimer:

I, _____, acknowledge and agree to the following when acting in the capacity as a parent of a PTA/PTO/Booster Club:

1. **Separation of Roles:** While acting in my personal capacity as a parent in the PTA/PTO/Booster Club, I recognize this role is distinct and separate from my duties as a school district employee. While working as a school district employee, I understand that I am to perform my assigned job duties and cannot perform tasks for the PTA/PTO/Booster Club on school district time.
2. **No Conflict of Interest:** I will ensure that my actions as a PTA/PTO/Booster Club parent do not create a conflict of interest with my professional duties. I understand that my professional responsibilities must remain independent of my personal relationships and responsibilities as a PTA/PTO/Booster Club parent.
3. **Confidentiality:** In my capacity as a school district employee, I may have access to confidential information about students, staff, or school operations. I will not use any such information outside of my duties, for personal benefit, or for the benefit of my child in any capacity.
4. **Non-Interference:** I will not use my position as a PTA/PTO/Booster Club parent to seek special treatment or advantages for my child. I agree not to use my influence or position to affect school site (or district) administrative decisions.
5. **Acknowledgment:** By signing this disclaimer, I acknowledge that I fully understand and agree to the terms outlined above, and I affirm that I will act in a manner that upholds both my responsibilities as a PTA/PTO/Booster Club parent and my obligations as a school district employee.

Signature: _____ Date: _____

Printed Name: _____ School Year: _____

School Site Administrator Signature: _____ Date: _____