

**APPLICATION FOR SANCTIONING
UNDER OKLA, STAT, tit. 70. § 5-129.1**

This is a request for sanctioning by the Applicant to the Board of Education of the Millwood Public School District, 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 adult organization.

Name of Applicant: _____

Applicant's Address: _____

Applicant's Telephone Number _____

Applicant's Taxpayer I. D. No.# _____

Applicant's Bank Account Number _____

Applicant's Representative from whom additional information may be obtained: _____

Applicant's List of Officers _____

Applicant's Purpose, Goals and Organizational Structure: _____

Names of individuals who have purchasing authority: _____

Describe how the School District and its Students will Benefit if the Applicant is Sanctioned. _____

Attach a copy of the Applicant's Charter and By-laws
Attach documents proving Applicant has met requirements, pursuant to state and federal law, to be considered a non-profit or tax exempt organization.

Applicant certifies that it does not and will not discriminate with respect to its benefits, members, 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 records Applicant will promptly make available, and (b) the Board of Education may, at any time it believes it is in the best interest of the School district to do so, withdraw sanctioning, and the decision of the Board of Education is final and non-appealable.

Type A - Section 501 (c) (3) Organization

- Attach a copy of the latest tax return.
- Attach the most recent financial audit.

If sanctioning is granted:

- The Applicant agrees any equipment purchased/donated for the benefit of the Millwood Public Schools or any department of the Millwood Public Schools by the association 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 next feasible Board meeting;
- The association will not employ, pay, or use as a volunteer, working on a regular basis with Millwood students, any individual to perform duties on school property or for the benefit of any department of the School District, without proper notification to and approval from the Building Principal or Athletic Director.
- Any plan, project, of 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, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
- In order for the School District to consider whether to maintain the sanctioning action, the Applicant shall agree to schedule a time annually with the District's independent auditing firm and present requested records for a review of the previous year's transactions. The group will be billed directly by the auditor at a rate of \$50.00 per hour not to exceed \$400.00.

Type B - Student Achievement Programs, Parent Organizations and Booster Clubs desiring a Petty Cash account.

- Attach the most recent financial audit report, if any, for the Applicant issued by an independent accounting firm;
- Attach the most recent bank statement(s).

If sanctioning is granted:

- The Applicant will deposit the balance of the outside account, less an appropriate amount for outstanding checks, to the School Activity Fund.
- The Applicant will not deposit any receipt in the Petty Cash account other than a check issued by the School Activity Fund;
- The Applicant will furnish original invoices when requesting a check from the School Activity Fund to replenish the Petty Cash Account;
- The Applicant will not employ, pay, or use as a volunteer, working on a regular basis with Millwood students, any individual to perform duties on school property or for the benefit of any department of the School District, without proper notification from the Building Principal or Athletic Director.
- 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, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
- Deliver copies of bank statements to the District's Activity Fund Custodian at the end of each month.

Type A or B understands and agrees that if a sanction is granted, non-compliance with the Board Policy and these Application requirements will revoke the sanction, and the Student Achievement Program or the Parent-Teacher Association or Adult Organization will not be allowed to use school facilities or students for fund-raising activities nor be allowed to contribute to the support of any District activity.

Instructions to Applicant:

1. Complete this application. Please print or type. If necessary, please use additional sheets of paper.
2. Attach Applicant's most recent audit report, if any.
3. Sign and date this application.
4. Deliver or mail this application to:

Superintendent
Millwood Public School District
6724 Martin Luther King
Oklahoma City, OK 73111-7995

Type of Sanction Requested:

Type A () Type B ()

Name of Applicant

Dated: _____

By _____

Title _____