Sample School District Letter to Applicants

(District Letterhead)

MEMO

To: All School-Connected Organizations Supporting Sample School District Schools

From: Sam Smith, Superintendent of Schools  
 John Money, Fiscal Services

Subject: School-Connected Organization Requirements

Thank you for applying to operate a school-connected organization supporting Sample School District schools and for making a difference in the lives and education of our students.

We are providing you this memo to help you with your application. All school-connected organizations are considered separate organizations from the Sample School District. Before operating on any school site, the district requires the following items from each school-connected organization:

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| 1. Required Document | 1. Comment |
| 1. School-connected organization name. | 1. Define which school and sport or activity the group is supporting. |
| 1. Organization’s officers and contact information. | 1. List officers’ titles, phone numbers, and  email addresses. |
| 1. Employer/Tax Identification Number (TIN) of the school-connected organization. 2. Note: The district’s TIN is not available for use;  the school-connected organization must have its own TIN. | 1. This is required to open a bank account and for many other functions. If you used an individual’s social security number, please indicate this. See Form SS-4 at [irs.gov](http://www.irs.gov). |
| 1. Proof of tax-exempt status under Internal Revenue Code Section 501(c)(3) (if applicable). 2. To apply for exempt status, you may review Form 1023 and the instructions for filing at [irs.gov](http://www.irs.gov). | 1. You will need this if your organization normally has gross receipts of $5,000 or more in a year OR if you wish to receive a determination letter that recognizes 501(c)(3) status and specifies that contributions to the organization are tax-deductible. |
| 1. Meeting dates – calendar. | 1. For board meetings, committee meetings, etc. |
| 1. A copy of the organization’s current charter or articles of incorporation and bylaws. 2. Signed district agreements and other information. | 1. Provide the most up-to-date information. 2. Hold harmless agreement, evidence of liability insurance, and financial records shall be available for review by the district at any time. The name of the organization’s bank(s) and list of signers on the account, if not stated in the bylaws. A description of what happens to the assets of the organization upon termination. A copy of the organization’s IRS Form 1023 and IRS determination letter or certificate of nonprofit status. |

1. Note: These required documents are subject to change at any time without notice.

For help, you may refer to the guidelines for school-connected organizations as outlined in the FCMAT ASB Manual published by FCMAT and available at [fcmat.org](http://www.fcmat.org). The FCMAT manual includes guidelines for forming and organizing school-connected organizations, financial guidelines, solicitation regulations, information on school interaction, and many other procedures and functions.

If you have any questions regarding this memorandum, please contact your principal or school administrator.

Sincerely

Sam Smith  
Superintendent of Schools