
Establish officers of the organization (usually includes President, V-President, Secretary, Treasurer). Minimum of TWO officers is required, three is recommended.

4. The principal/coach/advisor of all such school-related organizations or supported activities may be an ex-officio member (non-voting) and shall act in an advisory capacity only. They CANNOT be officers of the organization or signatures on the checking account.
5. GPS employees shall NOT serve in an officer capacity nor serve as a signatory for bank accounts of a parent support organization at the school that they work. This restriction does not apply for substitute employees that work in multiple schools in the district. A GPS employee MAY serve in an officer capacity for a parent support organization at a school that they do not work at. For everyone's protection, both the GPS employee and the leadership of the parent support organization should confirm that there is no apparent conflict of interest in the employee serving as an officer for that organization.
- 6.

- E. *To obtain 501 (c)(3) status, you need to file online IRS form 1023-EZ - - 3-page doc - (fee \$275 for groups under \$50,000 annually) OR 1023 "Application for Recognition of Exemption" – 26-page doc - with the Internal Revenue Service (Application fee is \$850).*
- F. *Tax form 990 (Organizations over \$50,000), 990-EZ (under \$50,000), or 990-N (e-postcard) (under \$50,000) must be submitted each year to keep non-profit status.*

- o **Advantages of Formal Non-Profit Corporation status:**

- Tax Deduction for donation to organization.

- No personal liability for board and officers as long as acting as a reasonable, prudent person. Organization liabilities and debts belong to the corporation.

- More fundraising opportunities.

- o **Disadvantages:**

- Cost involved and time consuming to establish (although new forms make it easier and less expensive)

- Requires diligent annual reporting by succeeding officers and board with penalties attached for non-compliance.

INFORMAL NON-PROFIT ORGANIZATION

- A. *File IRS Form SS4 to get a taxpayer I.D. number. (You CANNOT use the school's Tax I.D. number).*
- B. *Develop and adopt a set of organization By-laws, establish officers of organization.*
- C. *Establish checking account with two signatures required on all checks.*

8. Fund raising activities must be submitted to the school using the District *Fund-Raising Authorization and Approval* Form. Fundraisers must be approved by the site administrator and directly benefit GPS and its students to be covered by District Insurance and held on District property. Non-approved activities and those which do not directly benefit GPS or its students will not have District coverage. As a courtesy, the School/District should be notified of all activities.
 - Fundraisers must be approved at an Organization Meeting.
 - Fill out fundraising form and submit it to the school to be approved and signed.
 - Fund-raisers that are co-sponsored by a parent support organization, school site council and/or student club organization should have a pre-arranged division of revenue between the groups before the activity is begun.
 - When co-sponsoring a fundraiser, determine where the monies will be deposited (usually the PSO) and keep accurate accounting of the funds. Each group will have the accounting of the fundraiser.
9. Fund raising activities by student organizations that cause District students to go into the community to make sales on a door-to-door basis are strictly prohibited.
10. Students cannot be compelled to participate in fund-raising activities.
11. Parents shall NOT run Student Club Fundraisers. They may volunteer to work WITH the students only. Student Club Fundraisers are to be student ran.
12. Parent Support groups shall NOT deposit any monies into any employee account. This includes coaches' clinic/camp LLC's.