



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

August 30, 2021

AGENDA ITEM (ACTION ITEM):

Consider/Approve External Support/Booster Organizations Approval for 2021-22 year for the following group: Dixie Heights Colonel Club, RC Hinsdale Elementary PTA, Whites Tower Elementary PTA, Woodland Middle School PTSA, Ft. Wright Elementary PTA, and James A. Caywood PTA

APPLICABLE BOARD POLICY:

Policy 04.312 School Activity Funds

HISTORY/BACKGROUND:

Each year the Superintendent shall report to the Board when booster organizations have been informed of the requirements from the Accounting Procedures for Kentucky School Activity Funds. External Support/Booster Organizations are adult/parent organizations established to promote school programs or compliment student groups or activities, (i.e. PTA, PTO, Booster Organizations, etc). An External Support/Booster Organization's purpose may be to support a student group or program at a particular school or programs at various schools. Even though an External Support/Booster Organization works very closely with the District, it is a separate entity and is responsible for adherence to IRS guidelines and Title IX regulations. All organization listed have completed the required paperwork and has been reviewed by district designee.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

Approval to External Support/Booster Organization for 2021-22 year for the following group: Dixie Heights Colonel Club, RC Hinsdale Elementary PTA, Whites Tower Elementary PTA, Woodland Middle School PTSA, Ft. Wright Elementary PTA, and James A. Caywood PTA

CONTACT PERSON:

Matt Wilhoite


Principal/Administrator


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

KENTON COUNTY SCHOOL DISTRICT

EXTERNAL SUPPORT GROUP APPLICATION

SCHOOL YEAR: 2021-2022Official Name of External Support/Booster Organization: Dixie Heights Colonels ClubApproval Applied for by: Allison Kriege

The following documents are required and must be attached prior to the board reviewing your application:

- ☒ Written by-laws
- ☐ Copy of Treasurers' Bond (required only if annual budget exceeds \$19,999.99) N/A
- ☒ List of Officers (Employees of KCSD are ineligible to be Treasurer.)
- ☒ Proof of Liability Coverage \$1,000,000 Gen Liability per occurrence - \$2,000,000 Gen Liability aggregate
\$5,000 med expense coverage per person - KC Board of ED as additional insured
- ☒ Annual Budget
- ☒ Signed Affidavit that all Officers of the group have read and agree to follow the *Accounting Procedures for Kentucky School Activity Funds*. (Located at the bottom of this form.)

(Required) Bank Account - Name of Bank: Fifth Third(Required) Federal Employer Identification Number (FEIN) 201527314State Sales Tax-Exempt Number: B23390 Please attach 501C3 tax exempt letter to this application
(External support groups are not permitted to use the school/district's Ky. sales tax exempt number)Does the organization have a charitable gaming license? Y/N NOWhat gradelevels/clubs/sports will this group support? all students
9-12

By signing below, each officer acknowledge that they have read and will follow the 2013 Accounting Procedures for School Activity Funds.

Signature <u>Allison Kriege</u>	President <u>Allison Kriege</u>
Signature <u>Gillian Dilts</u>	Vice President <u>Gillian Dilts</u>
Signature <u>Christy Snelling</u>	Treasurer <u>Christy Snelling</u>
Signature <u>Ber Reister</u>	Secretary <u>Ber Reister</u>
Signature <u>Jodi C. Sterczynski</u>	Bookkeeper <u>Jodi Sterczynski</u>

Principal's Signature [Signature]

If group supports more than one school ALL principals need to sign

Superintendent/Designee M WillateBoard Meeting Date: Sept 13, 2021

Superintendent/Designnee M. Willote

KENTON COUNTY SCHOOL DISTRICT EXTERNAL SUPPORT GROUP APPLICATION

SCHOOL YEAR: 2021-2022

Official Name of External Support/Booster Organization: Whites Tower Elementary PTA
Approval Applied for by: Danielle Downey

The following documents are required and must be attached prior to the board reviewing your application:

- ☒ Written by-laws
- ☒ Copy of Treasurers' Bond (required only if annual budget exceeds \$19,999.99)
- ☒ List of Officers (Employees of KCSD are ineligible to be Treasurer.) ✓
- ☒ Proof of Liability Coverage \$1,000,000 Gen Liability per occurrence - \$2,000,000 Gen Liability aggregate
\$5,000 med expense coverage per person - KC Board of ED as additional insured
- ☒ Annual Budget
- ☒ Signed Affidavit that all Officers of the group have read and agree to follow the
Accounting Procedures for Kentucky School Activity Funds. (Located at the bottom
of this form.)

(Required) Bank Account - Name of Bank: First Financial Bank

(Required) Federal Employer Identification Number (FEIN) 61-1147672

State Sales Tax-Exempt Number: A-14300 Please attach 501 C3 tax exempt letter to this application
(External support groups are not permitted to use the school/district's Ky. sales tax exempt number)

Does the organization have a charitable gaming license? Y/N NO

What grade levels/clubs/sports will this group support? Pre K - 5th grade

By signing below, each officer acknowledge that they have read and will follow the 2013 Accounting Procedures for School Activity Funds.

Signature	<u>Danielle Downey</u>	President
Signature	<u>Sharon L. Downey</u>	Vice President
Signature	<u>Chris Christy</u>	Treasurer
Signature	<u>Tom M. Miller</u>	Secretary
Signature	<u>Kate C.</u>	Bookkeeper

Principal's Signature Tom M. Miller
If group supports more than one school, all principals need to sign

Superintendent/Designee M. Willato

Board Meeting Date: Sept 13, 2021

KENTON COUNTY SCHOOL DISTRICT EXTERNAL SUPPORT GROUP APPLICATION

SCHOOL YEAR: 2021/2022Official Name of External Support/Booster Organization: Woodbury Middle School PTSAApproval Applied for by: Susan Bobily, Treasurer

The following documents are required and must be attached prior to the board reviewing your application:

- ☒ Written by-laws
- ☒ Copy of Treasurers' Bond (required only if annual budget exceeds \$19,999.99)
- ☒ List of Officers (Employees of KCSD are ineligible to be Treasurer.)
- ☒ Proof of Liability Coverage \$1,000,000 Gen Liability per occurrence - \$2,000,000 Gen Liability aggregate
\$5,000 med expense coverage per person - KC Board of ED as additional insured
- ☒ Annual Budget
- ☐ Signed Affidavit that all Officers of the group have read and agree to follow the *Accounting Procedures for Kentucky School Activity Funds*. (Located at the bottom of this form.)

(Required) Bank Account - Name of Bank: 513 Bank(Required) Federal Employer Identification Number (FEIN) 61-1147671State Sales Tax-Exempt Number: _____ Please attach 501C3 tax exempt letter to this application
(External support groups are not permitted to use the school/district's Ky. sales tax exempt number)Does the organization have a charitable gaming license? Y/NWhat gradelevels/clubs/sports will this group support? 6, 7, 8 All students + staff

By signing below, each officer acknowledge that they have read and will follow the 2013 Accounting Procedures for School Activity Funds.

Signature	<u>[Signature]</u>	President
Signature	<u>[Signature]</u>	Vice President
Signature	<u>[Signature]</u>	Treasurer
Signature	<u>[Signature]</u>	Secretary
Signature	_____	Bookkeeper

Principal's Signature [Signature]
If group supports more than one school ALL principals need to signSuperintendent/Designee M. WillateBoard Meeting Date: Sept. 13, 2021

KENTON COUNTY SCHOOL DISTRICT EXTERNAL SUPPORT GROUP APPLICATION

SCHOOL YEAR: 2021-22Official Name of External Support/Booster Organization: FORT WRIGHT PTAApproval Applied for by: KRISTI DIXON

The following documents are required and must be attached prior to the board reviewing your application:

- ☒ Written by-laws
- ☐ Copy of Treasurers' Bond (required only if annual budget exceeds \$19,999.99)
- ☒ List of Officers (Employees of KCSD are ineligible to b to be Treasurer.)
- ☒ Proof of Liability Coverage \$1,000,000 Gen Liability per occurrence - \$2,000,000 Gen Liability aggregate
\$5,000 med expense coverage per person - KC Board of ED as additional insured
- ☒ Annual Budget
- ☒ Signed Affidavit that all Officers of the group have read and agree to follow the
Accounting Procedures for Kentucky School Activity Funds. (Located at the bottom
of this form.)

(Required) Bank Account - Name of Bank: 00110762100005-CINPEID(Required) Federal Employer Identification Number (FEIN) 61114-76State Sales Tax-Exempt Number: 0000190 Please attach 501C3 tax exempt letter to this application
(External support groups are not permitted to use the school/district's Ky. sales tax exempt number)Does the organization have a charitable gaming license? Y/N IN THE PROCESS OF RENEWINGWhat gradelevels/clubs/sports will this group support? PRE K - 5

By signing below, each officer acknowledge that they have read and will follow the 2013 Accounting Procedures for School Activity Funds.

Signature	<u>Kristi Dixon</u>	President
Signature	<u>Cheryl Gault</u>	Vice President
Signature	<u>[Signature]</u>	Treasurer
Signature	<u>[Signature]</u>	Secretary
Signature	<u>Kim DeBeauvoir</u>	Bookkeeper

Principal's Signature Trina Hartman
If group supports more that one school ALL principals need to signSuperintendent/Designee MichelleBoard Meeting Date: Sept 12, 2021

KENTON COUNTY SCHOOL DISTRICT EXTERNAL SUPPORT GROUP APPLICATION

SCHOOL YEAR: 2021-2022

Official Name of External Support/Booster Organization: James A. Caywood PTA
Approval Applied for by: Raven Inman

The following documents are required and must be attached prior to the board reviewing your application:

- ☒ Written by-laws
- ☐ Copy of Treasurers' Bond (required only if annual budget exceeds \$19,999.99)
- ☒ List of Officers (Employees of KCSD are ineligible to be Treasurer.)
- ☒ Proof of Liability Coverage \$1,000,000 Gen Liability per occurrence - \$2,000,000 Gen Liability aggregate
\$5,000 med expense coverage per person - KC Board of ED as additional insured
- ☒ Annual Budget
- ☒ Signed Affidavit that all Officers of the group have read and agree to follow the *Accounting Procedures for Kentucky School Activity Funds*. (Located at the bottom of this form.)

(Required) Bank Account - Name of Bank: 5/3 Bank

(Required) Federal Employer Identification Number (FEIN) 61-0461750

State Sales Tax-Exempt Number: 611167192 Please attach 501C3 tax exempt letter to this application
(External support groups are not permitted to use the school/district's Ky. sales tax exempt number)

Does the organization have a charitable gaming license? Yes

What gradelevels/clubs/sports will this group support? Pre-K through 5th Grade

By signing below, each officer acknowledge that they have read and will follow the 2013 Accounting Procedures for School Activity Funds.

Signature <u>Raven Inman</u>	President
Signature _____	Vice President
Signature <u>Jon Olson</u>	Treasurer
Signature <u>Jim Kraft</u>	Secretary
Signature _____	Bookkeeper

Principal's Signature Jim Kraft
If group supports more than one school ALL principals need to sign

Superintendent/Designee M. White

Board Meeting Date: Sept 13, 2021