



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

Issue Paper

DATE:

August 22, 2022

AGENDA ITEM (ACTION ITEM):

Consider/Approve External Support/Booster Organizations Approval for 2022-23 year for the following groups: Hinsdale Elementary PTA, Whites Tower Elementary PTA, and Kenton Elementary 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 Organizations for 2022-23 year for the following groups: Hinsdale Elementary PTA, Whites Tower PTA, and Kenton Elementary 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: 2022-2023

Official Name of External Support/Booster Organization:

Approval Applied for by:

RC Hinsdale Elementary PTA

Jenny Bunnell

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:

Truist

(Required) Federal Employer Identification Number (FEIN)

61-1157199

State Sales Tax-Exempt Number:

A14300

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

Y

What gradelevels/clubs/sports will this group support?

Preschool-5th grade

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

Signature

[Signature]

President

Signature

[Signature]

Vice President

Signature

[Signature]

Treasurer

Signature

[Signature]

Secretary

Signature

[Signature]

Bookkeeper

Principal's Signature

[Signature]

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

M. Willhite

Board Meeting: 9/12/22

KENTON COUNTY SCHOOL DISTRICT
Booster/External Support Group Application

SCHOOL YEAR: 2022-2023 SCHOOL: Kenton Elementary School

NAME OF BOOSTER/EXTERNAL SUPPORT GROUP: Kenton Elementary PTA

APPLIED FOR BY: Ganline Noonan

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Written By-Laws | <input checked="" type="checkbox"/> Copy of Treasurers Bond (required if annual budget exceeds \$19,999) |
| <input checked="" type="checkbox"/> Annual Budget | <input checked="" type="checkbox"/> List of Officers |
| <input checked="" type="checkbox"/> Signed Agreement | <input checked="" type="checkbox"/> Affidavit signed by all Officers (See Below) |
| <input checked="" type="checkbox"/> Proof of Liability Coverage (\$2,000,000 Gen Liability per aggregate, \$1,000,000 Gen Liability per occurrence \$5,000 med expense coverage per person, KCBE as additional insured) | |

NAME OF BANK AND ACCOUNT #: PNC 083000108

FEDERAL EMPLOYER IDENTIFICATION (FEIN #): 011157198

STATES SALES TAX-EXEMPT #: A14300 (Must be different for school/district #)

CHARITABLE GAMING LICENSE: Y/N No

By signing below, each officer acknowledges that they have read and agree to follow the Booster/External Support Agreement and Accounting Procedures for Kentucky School Activity Funds, "Redbook"

President: [Signature] Vice-President: K Bueel Rachel Sauer

Bookkeeper: _____ Secretary: [Signature]

Treasurer: [Signature] (KCSO employees ineligible to serve)

Principal: [Signature]

Superintendent/Designee: M. White

Board Meeting Date: 9/12/22

KENTON COUNTY SCHOOL DISTRICT EXTERNAL SUPPORT GROUP APPLICATION

SCHOOL YEAR: 2022-2023

Official Name of External Support/Booster Organization: White's 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.) to be Treasurer.) ☐
- \$1,000,000 Gen Liability per occurrence - \$2,000,000 Gen Liability aggregate
- Proof of Liability Coverage \$5,000 med expense coverage per person - KC Board of ED as additional insured
- ☐ Annual Budget
- ☐ Signed Affidavit that all group officers 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: Huntington

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

State Sales Tax-Exempt Number: A-14300

Please attach a 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? No

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

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

Signature <u>[Signature]</u>	President
Signature <u>[Signature]</u>	VP of Membership
Signature <u>[Signature]</u>	VP of Programs
Signature <u>[Signature]</u>	VP of Communications
Signature <u>[Signature]</u>	VP of Ways & Means
Signature <u>[Signature]</u>	Secretary
Signature <u>[Signature]</u>	Treasurer
Signature <u>[Signature]</u>	Committee Coordinator

Principal's Signature [Signature]

Superintendent/Designee [Signature]

Board Meeting date: 9/12/22