

(Campus Name) Parent Organization - Registration

Formal Recognition of a Parent Organization

The parent organization shall be formally recognized on the date which the sponsor and principal sign this form.

Parent Organization

Name			
Address			
Federal Employee Identification Number			
Bank Name			
Bank Account Number		Type (e.g. checking)	
Bank Account Number		Type	

Officers (submit additional officers on a separate sheet of paper)

Position	Name	Address	Phone Number	E-mail
President				
Vice President				
Treasurer				
Secretary				

Documents Submitted

Provide a reason for documents not submitted	Yes	No	Reason for Omission
Articles of Association/Corporation (required)			
Bylaws (required)			
IRS Determination Letter with 501(c)(3) Designation (required if annual gross receipts are greater than \$5,000)			
Sales Tax Permit (required for sales of taxable items)			
Sales Tax Exemption Certificate			
Solicitation Permit (required if donations will be solicited)			
Food Establishment Permit (required for the sale of food items)			

Agreement

I agree with the following statements:

- I have read the Parent Organization Guidelines and documents referenced within it thoroughly and agree to abide by the rules and guidelines it contains.
- I understand that noncompliance with any District policy or criteria may result in the disbanding of the parent organization.
- I have included with this registration the required and applicable documents. I agree to keep the documents current and send updated copies to the campus. I agree to provide an updated list of officers when officer changes occur.

Submitted By:	Print Name	Signature	Date
Position			
President			
Vice President			
Treasurer			
Secretary			
Principal			