

## PTO/Booster Annual Renewal

*This is the application for the renewal of existing organizations wishing to continue support of the activity or program identified below. Please complete the fields on this form and submit to the applicable district administrator (Principal/Athletic Director) for approval. A budget for the organization's next fiscal year of operation should accompany this form for review and approval by the district administrator. Meeting minutes from the organization's annual meeting showing Board elections must accompany this form when returned to the Business Office.*

**School:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Activity/Program (in support of):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Name of Primary Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Describe the Organization's mission and operations (attach separate document if necessary):**

**Assets owned by the organization (i.e. cash in bank, equipment):**

Asset: \_\_\_\_\_ Value: \_\_\_\_\_

Asset: \_\_\_\_\_ Value: \_\_\_\_\_

Asset: \_\_\_\_\_ Value: \_\_\_\_\_

Asset: \_\_\_\_\_ Value: \_\_\_\_\_

*If you have additional asset categories owned by the organization, please attach a second copy of this form with the additional assets owned.*

FOREST HILLS PUBLIC SCHOOLS PTO & BOOSTER COUNCIL

**Board of Directors:**

Name: \_\_\_\_\_ Title: President (required)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: Treasurer (required)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: Secretary (required)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*If you have more than six members serving on the Board, please attach a second copy of this form with the additional members.*

**FOREST HILLS PUBLIC SCHOOLS PTO & BOOSTER COUNCIL**

**Organization Agreement:**

*By initialing each statement, I agree that I have read and understand the policies and procedures that encompass the operation of a district support organization under the umbrella of the Forest Hills Public Schools PTO & Booster Council. I understand that deviation from the written policies and procedures may result in cessation of the organization from the Forest Hills Public Schools PTO & Booster Council umbrella.*

\_\_\_\_\_ I have read, understand, and agree to the policies and procedures outlined in the district's PTO & Booster Group Manual.

\_\_\_\_\_ I have read, understand, and agree to the rules and guidelines established by the organization's bylaws.

\_\_\_\_\_ I agree to collaborate with district administration in the forming of a budget in accordance with district identified needs and initiatives.

\_\_\_\_\_ I have attached a copy of the meeting minutes from the organization's annual meeting.

**Group President:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**District Administrator:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*Administrator approval assumes the following:*

- 1. Organization goals and objectives have been developed collaboratively.*
- 2. The budget has been developed collaboratively, reviewed, and approved.*

**Please return completed form and copy of annual meeting minutes by June 30<sup>th</sup> to:**

Forest Hills Public Schools  
Attn: Business Office  
6590 Cascade Rd SE  
Grand Rapids, MI 49546

**For more information, please contact the Business Office at (616) 493-8804.**