

**RJUHSD STAFF RULE 1230.1  
SCHOOL-CONNECTED ORGANIZATIONS (SCO's)  
ANNUAL BOOSTER INFORMATION**

**DUE DATE: EACH JUNE**

**SCHOOL YEAR: 20\_\_ - 20\_\_**

The following SCO'S are operating in the District as of September 13, 2011.

**SCO's**

Antelope High School

Antelope HS Parents Boosters  
Antelope Band Boosters Association

Granite Bay High School

Granite Bay HS Boosters Association  
Emerald Brigade Support Organization

Oakmont High School

OHS Parents Club & Boosters  
Oakmont Performing Arts Boosters

Roseville High School

Roseville HS Boosters  
Roseville HS Music Boosters  
Roseville HS Parents Club (grandfathered)  
RHS Alumni Association (grandfathered)

Woodcreek High School

Woodcreek High School Athletic Boosters

On an annual basis (June 1<sup>st</sup>), each SCO shall complete and provide to the Office of Assistant Superintendent, Business Services, the following:

**1. The name and purpose of the organization.**

**Name:** \_\_\_\_\_

**Purpose:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Federal Taxpayer Identification Number:** \_\_\_\_\_

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3. Bylaws, rules and procedures under which the organization will operate, including procedure for maintaining the organization's finances, membership qualifications, if any, and an agreement that the group will not engage in unlawful discrimination.

***Attach separate document and mark "Exhibit A."***

4. The names, mail and electronic addresses, and phone numbers of all officers.

***Attach separate document and mark "Exhibit B."***

5. The SCO is expected to coordinate with the site principal and site staff to determine site program needs and priorities which will be funded by the SCO in the coming school year. The SCO is expected to prepare an annual budget plan for both fundraising events and expenditures to fund the site's identified program priorities. The budget plan is expected to be approved by the SCO at a regularly scheduled meeting. The plan is expected to be sent to the District Business Department in June of each new school year. Please note: Multiple budgets may be submitted if sub-Booster Clubs exist.

***Attach separate document and mark "Exhibit C."***

6. The name of the bank/financial institution where the organization's account will be located and the names of those authorized to withdraw funds.
  - a. The SCO is expected to ensure that all expenditures are authorized and approved by the governing board in regularly scheduled meetings of the organization.
  - b. The SCO is expected to take official action at a regularly scheduled meeting to designate and approve officers or other members who have signatory authority to sign checks and withdraw funds from any checking, savings account, or other financial account owned by the SCO.

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- c. The SCO is expected to use dual signers (signatures) for withdrawals from any checking, savings account, or other financial account owned by the SCO.

***Name of bank:***

\_\_\_\_\_

***Authorized individuals to withdraw funds:***

\_\_\_\_\_

\_\_\_\_\_

7. SCO's shall carry their own primary general liability insurance coverage with a minimum limit of \$1,000,000 combined single limit for bodily injury and property damage. Property insurance, if desired by an SCO, will be purchased independently by the SCO. Note: No insurance is provided by the school district.

***Attach Certificate of Insurance and mark "Exhibit D."***

8. Form completed by: \_\_\_\_\_  
Signature

Print name: \_\_\_\_\_

Phone number: \_\_\_\_\_

**Please return this completed form and Exhibits "A," "B," "C," & "D" to:**

Gary Stevens  
Assistant Superintendent, Business Services  
Roseville Joint Union High School District  
1750 Cirby Way  
Roseville, CA 95661

Thank you.  
Questions? Please call 916/782-5096