

South Park School District Booster Club Information Form

Please complete the following information and return to my office:

1. This information pertains to the _____ school year.
2. What is the name of your group? _____
3. What is the purpose of your organization?

4. Who are the officers of your organization?

Pres.	_____	Address _____	Phone _____
V.P.	_____	Address _____	Phone _____
Sec.	_____	Address _____	Phone _____
Treas.	_____	Address _____	Phone _____
5. Does your organization have an updated constitution/bylaws? It is necessary for your group to have one on file in my office.
6. How does your group raise funds?

7. What are these funds used for?

8. Is your treasurer bonded? _____ For how much? _____
9. In what bank are your funds deposited? _____
10. Do you hold regularly scheduled meetings? _____ Indicate where and when.

11. How many members do you have? _____ Do you have dues? _____
How much are the dues? _____

Thank you,

Bill DaBaldo
Athletic Director

SOUTH PARK BOOSTER GROUP FINANCIAL REPORT

Name of group _____

Officers: _____ President
_____ Vice President
_____ Secretary
_____ Treasurer

Date _____

STATEMENT

Ending balance from previous statement dated _____ \$ _____

I. Income- List all income producing activity during last school year:

	<u>Activity</u>	<u>Income generated</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

II. Expenses-List all expenses incurred since last school year:

	<u>Nature of expense</u>	<u>Amount</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

III. Ending balance for the current period dated _____ \$ _____

I hereby acknowledge the above information to be an accurate description of our booster organization's financial status.

Treasurer Signature _____

Date _____

BOOSTER GROUPS

SOUTH PARK SCHOOL DISTRICT
BOOSTER GROUPS
PROPOSED FUND RAISING ACTIVITY

I. Nature of Activity: _____

II. Activity: _____ to _____
Month/Day/Year Month/Day/Year

III. Purpose of Activity: _____

IV. Financial Goal: _____

Sponsor Signature Date

Approve Disapprove

Athletic Director Signature Date

**SOUTH PARK SCHOOL DISTRICT
REQUEST FOR FACILITIES or EQUIPMENT USAGE**

All requests for the use of school property will be made (in writing only) to the Activities Coordinator located at the High School.

Name of Organization _____

Person Requesting Facility _____ Title _____

Street _____ City _____

E-mail _____ Home Work/Cell Phone _____

Signature _____ Date _____

- I understand the District will not be responsible for any accidents, losses, or damages occurring to individuals or property associated with the activities of my organization. I agree to comply with this policy and rules of the District, and will be responsible for repair of damages to school property resulting from activities of the organization I represent.
- Facilities may be used by groups when a representative of the District is ON SITE at all times of use; cost for this employee(s) is at the group's expense. District administration will determine the number of staff needed for event.
- Organization approved for use is responsible for clean up & trash removal. Cost for custodians maintenance providing additional clean up & trash removal in area of use will be deducted from deposit or billed to the organization.

FACILITY REQUESTED

School _____ Room/Area* _____

Day(s) of the Week _____ Date(s) _____

Day(s) of the Week _____ Date(s) _____

Start Time _____ End Time _____

(If you need to come in earlier to "set up", list the "set up" time): _____

Purpose of Meeting/Event _____

Estimated Attendance _____ Admission Charge \$ _____

(Any organization that charges admission fees, solicits donations, or sells any items for profit will be subject to the fee schedule for use of facilities)

***Please note: See Condition 13 regarding kitchen use. Costs will be incurred by organization. Kitchen is not to be used if not requested on this Usage Form or if a District kitchen employee is not present.**

NO EQUIPMENT, SUPPLIES OR PERSONNEL ARE PROVIDED UNLESS PRE-ARRANGED & LISTED

Use of School District Equipment or Personnel Needed (enter number or quantity)

Tables _____ Chairs _____ Podium _____ Microphone _____ Projector Screen _____

Approved: A.D. Activities Coordinator: _____ Date _____

Approved: Maintenance Facilities Director: _____ Date _____

Approved: Food Service Director: _____ Date _____

SOUTH PARK SCHOOL DISTRICT FACILITY USAGE GUIDELINES

Any organization or group requesting the use of school facilities shall make such request in writing (none verbally) and shall submit the appropriate Facility Usage Request Form for the necessary approvals to the Activities Coordinator at the High School, setting forth the conditions of use of the buildings & grounds.

NO ONE is permitted on District property or to use any facility unless their Facility Usage Form is completed and forwarded to the custodial staff and their activity, event, practice, etc. appears on the daily or weekly calendar or if the custodian is instructed to do so by their direct supervisor.

The organizations "responsible official" signing the Usage Form will be required to see that all conditions for the use of the District's facilities are met. And the "responsible official" guarantees their organization to be liable for all damage to school property which results from the actions of any person entering the premises during their event. The organization will pay the cost of repair and replacement of all damaged property.

1. Any school sponsored activity & their booster organizations (sport, drama, band, etc.) on any level (High School, Middle School, Elementary Center) will have priority status regarding use of District facilities. No rental fee will be assessed to these groups*.
2. Any youth group or recreation program (Boy Scouts, youth soccer, basketball, etc.) that is comprised of 100% residents of South Park Township will be given second priority usage of District facilities.
3. Any other group must consist of at least 50% residents of South Park Township. They will be assigned third priority usage of District facilities and will pay all applicable rental fees.
4. The South Park School District shall always be afforded the discretion to grant or deny access to any facility. Any activity or usage that the District deems to be potentially damaging to District property, dangerous or inappropriately supervised will be denied access or cancelled.
5. NO food or drinks are permitted in any gym, auditorium or classrooms. Food & drinks are only permitted in the cafeterias, hallways and Consumer Sciences rooms. The organization MUST post a person at all entrances of gyms & auditoriums to guarantee enforcement of NO food or drinks entering these areas.
6. Every organization must provide at least one (1) hallway restroom monitor (more for larger events).
7. Rental fees, when applicable, are for a two (2) hour minimum and shall be paid two (2) weeks in advance to the Activities Coordinator. Fees are non-refundable. These fees are in addition to the one (1) mandatory District custodian/maintenance employee required to be on site during the event (more for larger events).
8. All large spectator groups are required to provide parking lot attendants and police at the expense of the organization.
9. Groups requesting the facilities for fund raising purposes must first receive approval from the Board of School Directors.
10. Basketball courts are to be used for basketball, volleyball and wrestling tournaments only-appropriate shoes must be worn.
11. All groups requesting use of facilities, stadium & fields is responsible for cleanup upon completion of use. Trash cleanup and proper disposal is the responsibility of the organization. Failure to provide cleanup & disposal will result in District performing the cleanup up and trash removal at the group's expense and the organization being charged for the District's cost of cleanup and future use of District facilities may be denied. All athletic field users must provide trash cleanup of all fields, bleachers, track, etc. and provide proper disposal in the District dumpsters.
12. All Requests for Facility Usage must be submitted at least four (4) weeks prior to date requested. Requests must be at least ninety (90) days in advance of larger events.
13. A District Food Services staff member is **REQUIRED** to oversee any kitchen usage. All groups requesting use of kitchen or kitchen equipment must bear the cost for this service—four (4) hour minimum.

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WESTERN SURETY COMPANY A DIV. OF AMERICAN FIDELITY BONDING COMPANIES



Western Surety Company

DISHONESTY BOND
(FOR ANY TYPE OF BUSINESS)

Bond No. **DB-54484536**

In consideration of the agreed premium, Western Surety Company, a South Dakota corporation (the "Surety"), hereby agrees to indemnify South Park Football Boosters Name

1085 Old Post Rd., South Park, PA 15129 Address

(the "Insured"), against any loss of money or other property which the Insured shall sustain or for which the Insured shall incur liability to any Customer or Subscriber of the Insured through any fraudulent or dishonest act or acts committed by any Employee or Employees of the Insured acting alone or in Collusion with others, the amount of indemnity on each of such Employees being

Twenty five thousand DOLLARS (\$ 25,000.00).

(NOT VALID IF FILLED IN FOR MORE THAN \$100,000.00)

THE FOREGOING AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS AND LIMITATIONS:

TERM OF BOND:

SECTION 1. The term of this bond begins with the 17th day of August, 2004 at 12:00 o'clock night, standard time, at the address of the Insured above given, and ends at 12:00 o'clock night, standard time, on the effective date of the cancellation of this bond in its entirety.

DISCOVERY PERIOD:

SECTION 2. Loss is covered under this bond only (a) if sustained through any act or acts committed by any Employee of Insured while this bond is in force as to such Employee, and (b) if discovered prior to the expiration or sooner cancellation of this bond in its entirety as provided in Section 10, or from its cancellation or termination in its entirety in any other manner, whichever shall first happen.

DEFINITION OF EMPLOYEE:

SECTION 3. The word Employee or Employees, as used in this bond, shall be deemed to mean, respectively, one or more of the natural persons (except directors or trustees of the Insured, if a corporation, who are not also officers or employees thereof in some other capacity) while in the regular service of the Insured in the ordinary course of the Insured's business during the term of this bond, and whom the Insured compensates by salary, or wages and has the right to govern and direct in the performance of such service, and who are engaged in such service within any of the States of the United States of America, or within the District of Columbia, Puerto Rico, the Virgin Islands, or elsewhere for a limited period, but not to mean brokers, factors, commission merchants, consignees, contractors, or other agents or representatives of the same general character.

FRAUDULENT OR DISHONEST ACT:

SECTION 4. A fraudulent or dishonest act of an Employee of the Insured shall mean an act which is punishable under the Criminal Code in the jurisdiction within which act occurred, for which said Employee is tried and convicted by a court of proper jurisdiction.

MERGER OR CONSOLIDATION:

SECTION 5. If any natural persons shall be taken into the regular service of the Insured through merger or consolidation with some other concern, the Insured shall give the Surety written notice thereof and shall pay an additional premium on any increase in the number of Employees covered under this bond as a result of such merger or consolidation computed pro rata from the date of such merger or consolidation to the end of the current premium period.

NON-ACCUMULATION OF LIABILITY:

SECTION 6. Regardless of the number of years this bond shall continue in force and the number of premiums which shall be payable or paid, the liability of the Surety under this bond shall not be cumulative in amounts from year to year or from period to period.

LIMIT OF LIABILITY UNDER THIS BOND AND PRIOR INSURANCE:

SECTION 7. With respect to loss or losses caused by an Employee or which are chargeable to such Employee as provided in Section 5 and which occur partly under this bond and partly under other bonds or policies issued by the Surety to the Insured or to any predecessor in interest of the Insured and terminated or cancelled or allowed to expire and in which the period for discovery has not expired at the time any such loss or losses thereunder are discovered, the total liability of the Surety under this bond and under such other bonds or policies shall not exceed, in the aggregate, the amount carried under this bond on such loss or losses or the amount available to the Insured under such other bonds or policies, as limited by the terms and conditions thereof, for any such loss or losses, if the latter amount be the larger.

SALVAGE:

SECTION 8. If the Insured shall sustain any loss or losses covered by this bond which exceed the amount of coverage provided by this bond, the Insured shall be entitled to all recoveries, except from suretyship, insurance, reinsurance, security or indemnity taken by or for the benefit of the Surety, by whomsoever made, on account of such loss or losses under this bond until fully reimbursed, less the actual cost of effecting the same; and less the amount of the deductible carried on the Employee causing such loss or losses; and any remainder shall be applied to the reimbursement of the Surety.

CANCELLATION AS TO ANY EMPLOYEE:

SECTION 9. This bond shall be deemed cancelled as to any Employee: (a) Immediately upon discovery by the Insured, or by any partner or officer thereof not in collusion with such Employee, of any fraudulent or dishonest act on the part of such Employee; or (b) at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served upon the Insured or sent by mail. Such date, if the notice be served, shall be not less than ten days after such service, or, if sent by mail, not less than fifteen days after the date of mailing. The mailing by Surety of notice, as aforesaid, to the Insured at its principal office shall be sufficient proof of notice.

CANCELLATION AS TO BOND IN ITS ENTIRETY:

SECTION 10. This bond shall be deemed cancelled in its entirety at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served by the Insured upon the Surety or by the Surety upon the Insured, or sent by mail. Such date, if served by the Surety, shall be not less than ten days after such service, or if sent by the Surety by mail, not less than fifteen days after the date of mailing. The mailing by the Surety of notice, as aforesaid, to the Insured at its principal office shall be sufficient proof of notice. The Surety shall refund to the Insured the unearned premium computed pro rata if this bond be cancelled at the instance of the Surety, or at short rates if cancelled or reduced at the instance of the Insured.

PRIOR FRAUD, DISHONESTY OR CANCELLATION:

SECTION 11. No Employee, to the best of the knowledge of the Insured, or of any partner or officer thereof not in collusion with such Employee, has committed any fraudulent or dishonest act in the service of the Insured or otherwise. If prior to the issuance of this bond, any fidelity insurance in favor of the Insured or any predecessor in interest of the Insured and covering one or more of the Insured's employees shall have been cancelled as to any of such employees by reason of (a) the discovery of any fraudulent or dishonest act on the part of such employees, or (b) the giving of written notice of cancellation by the insurer issuing said fidelity insurance, whether the Surety or not, and if such employees shall not have been reinstated under the coverage of said fidelity insurance or superseding fidelity insurance, the Surety shall not be liable under this bond on account of such employees unless the Surety shall agree in writing to include such employees within the coverage of this bond.

LOSS - NOTICE - PROOF - LEGAL PROCEEDINGS:

SECTION 12. At the earliest practical moment, and at all events not later than fifteen days after discovery of any fraudulent or dishonest act on the part of any Employee by the Insured, or by any partner or officer thereof not in collusion with such Employee, the Insured shall give the Surety written notice thereof and within four months after such discovery shall file with the Surety affirmative proof of loss, itemized and duly sworn to, and shall upon request of the Surety render every assistance, not pecuniary, to facilitate the investigation and adjustment of any loss. No suit to recover on account of loss under this bond shall be brought before the expiration of two months from the filing of proof as aforesaid on account of such loss, nor after the expiration of fifteen months from the discovery as aforesaid of the fraudulent or dishonest act causing such loss. If any limitation in this bond for giving notice, filing claim or bringing suit is prohibited or made void by any law controlling the construction of this bond, such limitation, shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

PART-TIME OR TEMPORARY EMPLOYEES:

SECTION 13. The named Insured shall not at any time while this bond is in force direct any temporary or part-time employee(s) to any subscriber's premises unless such employee(s) is accompanied by a foreman who is in the regular employ of the Insured.

SIGNED, SEALED AND DATED August 17th, 2004



WESTERN SURETY COMPANY

By Paul T. Bruflat
Paul T. Bruflat, Senior Vice President