



Recognized Support Organization Information Checklist

Documents/Forms to complete and attach:

- Information Submission to Request Recognition as a District Support Organization Form (Bath Form)
- Fundraising Planning Overview for Support Organizations for the next school year (Bath Form)
- Organization bylaws, constitution, and/or governance rules (Organization format)
- Statement of Income and Expenditures for the current organization fiscal year (Organization format)
- Statement of any upcoming donations to be made (or completed Support Organization Donation Form)
- Proof that the Organization maintains two (2) signers on its bank account(s)

If the Organization has \$25,000 or more in annual gross receipts or in gross assets:

- Proof of registration with the Ohio Attorney General as a charitable trust and
- Annual reporting to the Ohio Attorney General

Comments:

Submit to the Treasurer by May 1st each year (and for initial request to be recognized)

Treasurer's Office Use Only:

Reviewed with Superintendent's Office (date) _____ Recommendation to Recognize: YES NO

Comments:

Treasurer Review (date) _____ Recommendation to Board of Education to Recognize: YES NO

Comments:
