



RIALTO UNIFIED SCHOOL DISTRICT

PTO/PTA BOOSTER APPROVAL PROCESS FOR 2019-2020 SCHOOL YEAR

The Rialto Unified School District is now accepting application packets for the 2019-2020 school year and is requiring attendance to the PTA/PTO Booster Workshop training. Attendance to this training is required for the 19-20 President, Vice – President and Treasurer. Once training has been attended, your organization’s application packet must be submitted to Fiscal Services. The following is to be included in your Application packet:

- Hold Harmless Agreement (District Issued)
- Application for School Connected Organizations (District Issued)
- Constitution
- Bylaws
- Proof of Tax ID #
- Manual Acknowledgement Form signed by Each Officer
- 501 (c) (3) Federal Determination Letter
- Certificate of Insurance
- Detailed Bank Statements (Last 6 months)
- Fundraiser List
- Attendance to RUSD PTO/PTA Booster Workshop Training

Dates	Times	Location
Tuesday, May 28, 2019	9:00 AM - 10:00 AM	District Office (182 E. Walnut Ave. Rialto 92376) Business Conference Room (D2)
Tuesday, May 28, 2019	12:30 PM - 1:30 PM	District Office (182 E. Walnut Ave. Rialto 92376) Business Conference Room (D2)
Tuesday, June 18, 2019	9:00 AM - 10:00 AM	District Office (182 E. Walnut Ave. Rialto 92376) Business Conference Room (D2)
Tuesday, June 18, 2019	5:00 PM - 6:00 PM	District Office (182 E. Walnut Ave. Rialto 92376) Business Conference Room (D2)
Monday, August 26, 2019	5:00 PM - 6:00 PM	Rialto Middle School (1262 W. Rialto Ave. Rialto, 92376) MPR
Thursday October 10, 2019	5:00 PM - 6:00 PM	District Office (182 E. Walnut Ave. Rialto 92376) Business Conference Room (D2)
Tuesday November 5, 2019	5:00 PM—6:00 PM	District Office (182 E. Walnut Ave. Rialto 92376) Business Conference Room (D2)