



RIALTO UNIFIED SCHOOL DISTRICT

PTO/PTA BOOSTER APPROVAL PROCESS FOR 2022-2023 SCHOOL YEAR

The Rialto Unified School District is now accepting application packets for the 2022-2023 school year. If your PTA/PTO/Booster was approved for the 2021-2022 school year, a renewal packet is not required since the approval was for two years. Attendance is required for the 2022-2023 President, Vice– President and Treasurer (If not previously attended). All new/renewal school connected organizations (not approved in 2021-22) are required to submit an Application packet. The following is to be included in your Application packet:

- [Hold Harmless Agreement \(District Issued\)](#)
- [Application for School Connected Organizations \(District Issued\)](#)
- **Constitution** (If no changes have been made from previous application, not needed in this application packet)
- **Bylaws** (If no changes have been made from previous application, not needed in this application packet)
- **Proof of Tax ID #** (Not needed, if previously provided)
- [Manual Acknowledgement Form signed by Each Officer](#)
- [501 \(c\) \(3\) Federal Determination Letter](#)
- [Certificate of Insurance](#)
- [Detailed Bank Statements \(most current 6 months\)](#)
- [Fundraiser List](#)
- **Attendance to RUSD PTO/PTA Booster Workshop Training** (Only for those Officers who have not attended. Prior attendance satisfies this requirement)

Please submit Application packets to:

Fiscal Services ATTN: Valeria Estrella

182 E. Walnut Ave. Rialto, 92376

Questions? (909) 820-7700 ext. 2258 or email: vestrell@rialtousd.org