



Facility Services  
 2445 LaPorte Avenue  
 Fort Collins, CO 80521  
 (970) 490-3333  
 www.psdschools.org

# Authorized Support Organization Application 2021-2022 School Year

The following organization is requesting to obtain the approved status as an Authorized Support Organization for the 2021-2022 school year. Complete the information on this form and attach all necessary or additional documentation (i.e. association bylaws and rules, articles of incorporation, operating principles, etc.). Once complete, submit the application to the site principal or administrator for review.

**Date** \_\_\_\_\_

**Organization** \_\_\_\_\_

**Organization Address** \_\_\_\_\_

**School** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**General Information:**

- Authorized Support Organizations must comply with district policy [KBE/KJA – Support Organizations](#) and [FS-305 – Authorized Support Organizations Guidelines](#).
- Facility use for Authorized Support Organizations will be scheduled in accordance with district policy [KF – Use of District Facilities](#) and associated administrative guidelines. All requests for use of district facilities must be submitted and coordinated through the Customer Support Center at 490-3333 or [csc@psdschools.org](mailto:csc@psdschools.org).

**Description of Organization, Activities, and Benefit to School and/or Program:**

**Financial Considerations (select one):**

\_\_\_\_ A. The Authorized Support Organization will hold, maintain, and administer funds in the organization’s name in an account established with a depository institution.

\_\_\_\_ B. The Authorized Support Organization will **NOT** hold, maintain, and administer funds; all funds will be donated to the district. Although an organization may advise the district regarding the use of donated funds, the district ultimately decides how the funds are used.

*I confirm that the Support Organization is aware of and will comply with district policy KBE/KJA, district policy KF, and all associated guidelines.*

\_\_\_\_\_  
 Organization Officer

\_\_\_\_\_  
 Date



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*Principal/site administrator: Please review, sign, and date. The application must then be sent through inter-office mail to Facility Services. Once received, Facility Services and the appropriate superintendent will review and determine if the organization will be authorized. If authorized, the application will be returned to Facility Services, an authorization number will be assigned to the organization, and a copy of the application and documentation will be sent to Finance. If not authorized, a reason will be provided below and the application will be returned to the organization.*

### Site Approval:

\_\_\_\_\_  
Principal or Site Administrator

\_\_\_\_\_  
Date

### Authorization:

\_\_\_\_\_  
Director of Facility Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent of School Services

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Authorized: \_\_\_\_\_ OR Not Authorized: \_\_\_\_\_

If not authorized, provide reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization Authorization Number: \_\_\_\_\_