

## Parent Organization Attestation Form

This attestation form is submitted by the Parent Organization (PO) to maintain district-recognition by the St. Vrain Valley School District pursuant to Board Policy KBE and KBE-R. The completed form can be submitted to: [pto-liaison@svvsd.org](mailto:pto-liaison@svvsd.org).

**Name of Parent Organization:** \_\_\_\_\_

**School Year:** \_\_\_\_\_ **Tax Identification Number:** \_\_\_\_\_

**School/Program that receives the support of this PO:** \_\_\_\_\_

### Officers:

Name, title, and contact information for the officers serving on the board of this PO:

#### President

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Vice President

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Secretary

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Treasurer

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The officers of the parent organization named above attest that this PO adheres to local, state, and federal regulations, as well as relevant district policies and rules, including, but not limited to, policies KBE and KBE-R. The officers further attest that this PO:

- Operates as an independent and legally separate nonprofit organization, duly authorized and recognized by the state of Colorado.
- Files an annual Internal Revenue Service Form 990 tax return. Copies of such will be submitted to: [pto-liaison@svvsd.org](mailto:pto-liaison@svvsd.org).
- Has its own bank account with at least two (2) signatures required on each check.
- Maintains a set of by-laws describing the operation of the organization and published on your website.
- Has its own tax identification number (TIN).
- Applied for and maintains a bingo license with the state of Colorado (if applicable).
- Applied for and uses its own local and state sales tax license (if applicable).
- Purchased general liability insurance that meets or exceeds the following specifications: The policy limit of liability shall not be less than \$1,000,000 per occurrence for claims arising out of bodily injury, death and property damage.

The policy form must include premises liability, products and completed operations liability, personal and advertising injury liability, contractual liability, at least \$100,000 damage to rented premises coverage, and at least \$5,000 medical payments coverage. The policy must be endorsed to include the district as an additional insured, with 30 days' notice of cancellation provided to the district. Only occurrence policy forms are acceptable; claims-made policy forms are not acceptable. The district will accept policies written only by insurers legally authorized in the state of Colorado and rated by A.M. Best Company not lower than "A-VII". The parent organization must file a current certificate of liability insurance, evidencing the issuance of insurance meeting these specifications, annually with the District's Facility Use Manager when requesting use of a District facility and when liability insurance lapses.

- Uses its nonprofit corporation name when entering into any contracts and/or permits.
- Prepares an annual financial report for the community, including at a minimum a balance sheet and income statement. This report will be published on its website, if applicable.
- Arranges for an external assessment of the organization's financial records by an experienced accounting professional at least once every three (3) years.
- Does not have a district employee in a board or officer position that could be considered a conflict of interest and does not allow employees to have access to or control over its funds.
- Ensures that all websites, communications, emails, and other materials are clearly identified as originating from the organization, and not from the school or district.
- May not guarantee actions or permissions that require school approval (e.g., hanging banners in the gym).

The PO named above, in consideration for recognition as a district-recognized parent organization under Board Policy KBE, agrees to indemnify, defend and hold harmless the District from any and all third-party claims, demands, and judgments (including attorneys' fees and costs) arising from the PO's activities using district property, including but not limited to intellectual property, and which are the result of the acts or omissions of the organization, its officers, board members

[SIGNATURES ON FOLLOWING PAGE]

The foregoing attestation is made on the latest date of the signatures below.

President: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted: August 27, 2025

St. Vrain Valley School District RE-1J, Longmont, Colorado