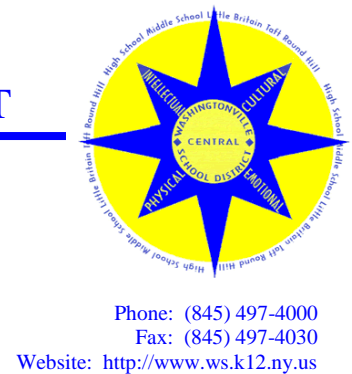


# WASHINGTONVILLE CENTRAL SCHOOL DISTRICT

52 West Main Street, Washingtonville, New York 10992

ROY D. REESE, *Superintendent of Schools*  
BARBARA QUINN, *Assistant Superintendent for Curriculum and Instruction*  
MICHAEL COGLIANO, ED.D., *Assistant Superintendent for Pupil Personnel Services*  
LORINE VAN PUT-LAMERAND, *Assistant Superintendent for Business*  
PAUL NIENSTADT, *Assistant Superintendent of Operations & Safety*  
MAUREEN PETERSON, *Director of Personnel and Staff Development*



## **PROOF OF NON-PROFIT STATUS NOTICE FOR GROUPS REQUESTING USE OF SCHOOL FACILITIES**

Effective July 1, 2009 the Washingtonville Central School District must have proof of non-profit status for all organizations requesting use of school facilities. This is a requirement deemed necessary by a district audit.

If your organization and/or group already has a non-profit certificate showing recognition under Section 501(c) (3) of the Internal Revenue Code, please submit a copy of the numbered certificate to the business office. Copies of tax returns, tax exempt certificates and EIN notices will *not* be accepted.

If your organization/group does not have non-profit status, you may apply for a certificate with the Internal Revenue Service. The application form for non-profit status, information regarding how to complete the form, where to send the application, as well as other important details may be found on the following web page: <http://www.irs.gov/pub/irs-pdf/i1023.pdf>.

Organization requests received without non-profit certification will be deemed as for profit.

### **CAMPS, FUND-RAISING ACTIVITIES and PROFIT, NON-PROFIT and PRIVATE GROUPS**

Requests for this type of activity must be made at least one month prior to the date of the activity. Summer camps and activities must be requested no later than April 1<sup>st</sup>. Board of Education approval is required before a permit can be issued and **before the activity can be advertised**. Board of Education approval will be accomplished through the supporting documentation—a separate request to the Board of Education is not necessary. Supporting documentation, which outlines the purpose of the activity, a general curriculum and scheduled activities must be attached to the facilities request form.

School groups conducting fund-raising activities or camps must have all funds deposited in the respective high school student account. An accounting of all funds must be available at all times.

Groups conducting fund-raising activities must attach a statement explaining why funds are being raised and the intended use of the funds.

*The Washingtonville Central School District is committed to the intellectual, cultural, physical and emotional growth of our children in a safe and supportive environment.*