















**SCHOOL-CONNECTED ORGANIZATIONS  
AUTHORIZATION FOR HIGH SCHOOL FOUNDATIONS**

*Board Policy 1230 – School Connected Organizations – requires written approval of the Superintendent or designee prior to soliciting funds to benefit a school or students at that school.*

The following information is required of the four school-connected high school foundations to be on file with the District. Subsequently it should be updated if there are materials changes.

**Organization:** Attach organization mission, bylaws, rules and procedures under which the organization will operate, including procedures for maintaining the organization’s finances, tax ID# and letter of determination.

*School-connected organizations that fundraise for district schools are required to obtain their own tax identification number and to establish themselves as a 501(c)(3) tax-exempt organization. School-connected organizations may **not** use the district tax identification number.*

Information to be Updated Annually

**A list of Officers and Staff**

**Insurance:** A Certificate of Insurance for at least one million dollars (\$1M) combined single limit liability for bodily injury and property damage with a minimum two million dollar (\$2M) aggregate for each occurrence and be named as an additional insured on a separate endorsement. The certificate holder and additional insured must be identified as:

San Dieguito Union High School District  
710 Encinitas Blvd.  
Encinitas, CA 92024

*Education Code 38134 requires school-affiliated organizations to maintain insurance against any liability from an organization-sponsored event. Groups are also encouraged to carry insurance to protect officers from personal liability.*