

# Toledo Public Schools Parent Congress

## Parent Representative

If an individual is representing more than one Group, a form **must** be completed for **each** Group.



School \_\_\_\_\_

Parent Rep Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

Principal \_\_\_\_\_

E-mail \_\_\_\_\_

Parent Group Name \_\_\_\_\_

Parent Group Federal Identification Number \_\_\_\_\_

Parent Group Officer's names and email \_\_\_\_\_

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

Participation in Group 501(c)(3) requested \_\_\_\_\_ Yes \_\_\_\_\_ No

Participation in the Group 501(c)(3) exemption requires that your Organization must comply with all Toledo Public Schools and Internal Revenue Service Guidelines. A minimum attendance of five Parent Congress meetings per school year is also required.

If requesting inclusion in the Group 501(c)(3) Exemption attach the following documents.

1. Copy of by-laws showing
  - a. The purpose statement: "This organization is organized exclusively for charitable, educational, and scientific purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code."
  - b. Fiscal period is August 1 – July 31.
  - c. The dissolution statement: "Upon the dissolution of the organization, assets shall be distributed to the Toledo Public School District for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. In the event that the Toledo Public School District is no longer in existence, assets shall be distributed to another qualifying organization for purposes within the meaning of section 501(c)(3) of the Internal Revenue Code."
2. A copy of the verification letter received from the IRS showing the Taxpayer Identification Number (aka Employer Identification Number) of your Organization
3. Copy of filed tax return (IRS form 990 or 990EZ) for the previous fiscal year.

Parent Rep Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_