



District Support Organization Annual Registration
Due May 1 for following year

Instructions: This form is a PDF fillable form. Please DOWNLOAD this file, and the TYPE your responses. Once completed, save your file by clicking File, then Save As. Please choose a name specific to your organization.

For best results, make sure that you have the free Adobe Acrobat Reader software downloaded. To download a free version of Adobe Acrobat Reader DC, follow this link: <https://get.adobe.com/reader/>

Officer and Organization Information

Instructions: Please complete the following sections to include information for your group’s officers, faculty representation, purpose of organization, and student involvement. Please list current officers. If you know that you will have changes, please indicate so in the Officer Status Column.

Organization Name: Woodland Parents Club

School Year: 2023/2024

Preferred Contact Officer: Nicole Hancock

Does your group have 501(c)(3) status?
 Yes No In process

Name of Officer	Title	Email Address	Phone	On Organization Bank Account Yes/No	Officer Status
Nicole Hancock	President	nicole.hancock0185@gmail.com	419-280-0185	Yes	22/23 AND 23/24 <input checked="" type="checkbox"/>
Deborah Schiering	Vice President	debby930@sbcglobal.net	248-252-5585	No	22/23 AND 23/24 <input checked="" type="checkbox"/>
Theresa Stanley	Treasurer	tmlipski@gmail.com	419-704-1420	Yes	NEW for 23/24 <input checked="" type="checkbox"/>
Amanda Young	Secretary	amandayoung614@yahoo.com	(419) 345-0658	No	NEW for 23/24 <input checked="" type="checkbox"/>
Erin Wolf	Communications	nire1320@hotmail.com	734-777-0752	No	NEW for 23/24 <input checked="" type="checkbox"/>
					CHOOSE ONE

Faculty or Administration Representation: Michael Salweisz

Purpose Statement of Organization:

To enhance and enrich the Woodland Elementary School community by providing programming, special events, and fundraisers for improvements, as well as promoting a sense of cooperation and involvement between students, their families and the Woodland staff.

Please define types and degree of student involvement:

Revenue & Event Information

Instructions: Complete the following sections to include ALL organization activities, fundraisers, and anticipated revenue for the school year. Please include a brief description of each and approximate dates. Any modifications after approval must be submitted to the Development Office as soon as possible for separate Board approval.

Please make note of how you will promote your events or fundraisers indicating the number that corresponds to the options below (enter all numbers that apply in the appropriate column below):

- 1) Submit details to Rachel Zickar (rzickar@perrysburgschools.net) to share with local media and school district social media
- 2) Post on our Group's School District-Approved social media
- 3) Printed Posters, Flyers, Signs, etc. (must follow Brand Guidelines <http://www.perrysburgschools.net/BrandManual.aspx>)
- 4) Weekly Family eFlyer (<http://www.perrysburgschools.net/FlyerRequests.aspx>)
- 5) N/A – we will not promote this fundraiser or event

ANTICIPATED REVENUE					
Projected Date	Event or Fundraiser	Anticipated Revenue	Will you be soliciting business sponsors?	Are you working with outside groups that may be fundraising on your behalf?	How will you promote this event or fundraiser? (indicate number as listed above)
Nov 23	Spirit Wear	400	No	No	2,3
Monthly	Foodraisers	1000	Yes	No	2,3
Monthly	Ohio Skate Night	550	No	No	2,3
Fall & Spring	Book Fair	1500	No	No	2,3
All Year	Box Tops	200	No	No	2,3
All Year	Kroger	200	No	No	2,3
Spring 24	Family Fun Night	5000	Yes	No	2,3
Winter 24	Walleye Night	1000	No	No	2,3
All Year	Urban Air Night	350	No	No	2,3
Fall 23	No Sale Fundraiser	5000	No	No	2,3
Spring 24	Family Dance	900	Yes	No	2,3
Fall & Spring	Movie Night	300	No	No	2,3
TOTAL ANTICIPATED REVENUE		16400			

Expense Information

Instructions: Complete the following sections to include ALL anticipated expenses for the school year. Please include a brief description of each and approximate dates. Any modifications after approval must be submitted to the Development Office as soon as possible for separate Board approval.

ANTICIPATED EXPENSES		
Projected Date	Description of Expense	Anticipated Expense
Fall 23	Air Purifiers	1700
Fall 23	New Kids on the Block/Kindergarten T-Shirts	1100
Fall/Spring	Walking Club	300
All Year	Staff Grants	6000
Fall/Spring	Donuts/Muffins with Loved Ones	1700
All Year	Staff Appreciation	1500
All Year	Administrative Costs	500
Spring 24	Field Day	150
Spring 24	Volunteer Appreciation	250
Spring 24	4th Grade graduation	700
Spring 24	Woodland Alumni Scholarship	1500
All Year	Woodland Hosted Events Support	1000
TOTAL ANTICIPATED EXPENSES		16400

Statement of Assurances

- On behalf of the above named organization, I certify that we will use funds within the organization and the funds will not be considered public moneys; that any sponsored activity will be in the best interest of the students of the School District; will guarantee that at least seventy percent (70%) collected will be spent on student activities; will obtain permission to use school property; will use teacher, staff, or student volunteers to conduct its activities only if approved by the administration; and will be willing to pay for any or all additional expenses incurred by the activity.
- I understand that, upon Board approval of this registration, this organization will be covered by the district's liability insurance policy for the school year. I understand that events on district property utilizing 3rd party vendors will require additional insurance.
- I understand that our organization must comply with all Board Policies and Guidelines.
- By submitting this form, I agree to adhere to the Perrysburg Exempted Village Schools Board Policies on Fundraisers ([Policy 5830](#)). I understand that all money collected must be submitted be deposited within 24 hours and that, per state law, fundraisers must benefit each student of an organization equally.
- By submitting this form, I agree to adhere to the Perrysburg Exempted Village Schools Board Policies on District Support Organizations ([Policy 9211](#)). I certify that all members of this organization will review Section U of this policy regarding confidentiality of personal and confidential information.

Form Completed By: Nicole Hancock

Date: 4/20/23