



Organization Title: PTO
Year: 2025/2026

Direct Support Organization Requirement Checklist

ALL BELOW DUE BY JULY 14, 2025!!

The principal's written permission to allow DSO to use the school's name, logo, mascot, or trademark as part of the DSO's name or in its fundraising or other activities.	✓
All DSO Activities are being approved in advance by principal or designee.	✓
The DSO provided the following information to the school:	
A copy of the organization's budget.	✓
Copy of the Uniform Business Report from the Florida Department of State Division of Corporations Sunbiz (www.sunbiz.com) showing an active status submitted to the school principal or designee.	
A list of the current DSO Officers.	✓
Signature Card of authorized signers on the DSO's bank account.	
Proof of Insurance.	
DSO's Federal Identification Number.	
DSO's Sales Tax Identification Number.	
All 2025 financial statements with backup documentation. Backup must include: • Two signatures certifying that the financial statements are materially correct; one who cannot be a check signer on the DSO's bank account. • The detail of all receipts and disbursements including invoices and copies of checks. • Bank Statements	
Copies of the W2's and 1099 miscellaneous income reports filed with the IRS.	

Direct Support Organization Officer

Date

9/15/25

Principal's Signature

Date

9/11/25



PINE GROVE ELEMENTARY SCHOOL

A Cambridge International School

Principal: Natasha Saavedra

Assistant Principal: Stephanie Sauvageot

14411 Ken Austin Parkway, Brooksville, FL 34613

Phone: 352-797-7090 | Fax: 352-797-7190

www.hernandoschools.org/pges

Dear Hernando County Finance Team,

I, Natasha Saavedra, Principal at Pine Grove Elementary, hereby formally approve and acknowledge our Parent Teacher Organization (PTO).

Our PTO at Pine Grove Elementary is an internal organization that operates entirely through Pine Grove Elementary. It does not possess its own insurance, federal identification number, or sales tax number. All financial activities related to the PTO are managed directly through the school.

The PTO functions under the structure and oversight of Pine Grove Elementary and serves as the school's sole direct support organization.

Please feel free to contact me if you require any additional information or clarification. For your reference, I have attached the PTO statement, which is available for your review at any time.

Thank you for your attention to this matter.

Sincerely,

Natasha Saavedra
Principal
Pine Grove Elementary

Polite | Responsible | In Control | Do Your Best | Earn and Give Respect

Si desea que toda informacion enviada a casa le sea traducida o interpretada al espanol, por favor comuniquese con el profesor o el paraprofessional de ESOL de la escuela al (352) 797-7090, anexo 330.