



Organization Title: Suncoast Elementary PTA
Year: 2024/2025

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. <i>July 2024 - May 2025 w/Quicken reports</i> • The detail of all receipts and disbursements including invoices and copies of checks. <i>May 2025 provided</i> • Bank Statements	✓
Copies of the W2's and 1099 miscellaneous income reports filed with the IRS.	✓
1099N from 2023-2024	

Direct Support Organization Officer

Date

6-24-25

Principal's Signature

Date

6/24/25



Dacey Hughes
Principal

Colleen Thomas
Assistant Principal

Suncoast Elementary School

June 24, 2025

Dear Suncoast Elementary PTA,

I am writing to formally grant permission for the use of our school's name, Suncoast Elementary, in the name of your organization as well as in your fundraising efforts and related activities that support our school community.

We are grateful for the ongoing dedication, time, and resources that the PTA consistently contributes to enhance the educational experience of our students. Your efforts help strengthen the connection between families, teachers, and the broader school community, and we truly value the positive impact you make.

Thank you again for your commitment to Suncoast Elementary and for all that you do to support our students and staff. We look forward to continuing our partnership and working together to create the best possible learning environment.

Warm regards,

Mrs. Dacey Hughes
Principal
Suncoast Elementary School

#OneSchoolOneManaTEAM



919 North Broad Street
Brooksville, FL 34601

It is the policy of the Hernando County School District not to illegally discriminate or allow its employees to illegally discriminate on the basis of race, color, religion, national origin, age, sex, marital status, disability or GINA in its educational programs or employment practices.