



# ALHAMBRA

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## UNIFIED SCHOOL DISTRICT

1515 West Mission Road, Alhambra, CA 91803  
Josephine Quach  
Asst. Supt., Financial Services

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May 13, 2020

Dear XXXXX,

On behalf of the Alhambra Unified School District Board of Education I would like to take this opportunity to thank you for your support of our school programs during the 2019-2020 school year. We appreciate the contributions made by school-connected organizations such as yours and recognize the role you play in helping support District activities and helping to achieve the District's vision for student learning. Consistent with AUSD Board Policy and Administrative Regulations, school-connected organizations are required to apply annually to the Alhambra Unified School District Board of Education for authorization to operate at a school site within the District. Included in that application process is the requirement that the president and treasurer (or their designees) of each school-connected organization participate in an annual training of district procedures. We have scheduled that training via Zoom as follows:

**Wednesday, May 27, 2020**  
**11:00 a.m. – 12:00 p.m.**  
**Via Zoom Conference call**  
**Meeting ID: 980 9849 6610**  
**Password: 5qKg4Z**

Accordingly, if your organization intends to operate in 2020-2021 school year, it is time to begin the application process. Please plan on having your designated officers attend the meeting noted above. Additionally, all of the application information and required forms are available on the AUSD website at [www.ausd.us](http://www.ausd.us) under the "Parent Resources" tab. We will begin accepting 2020-2021 applications after the training held on May 27<sup>th</sup>. Please know that we are here to assist you in the application process. Should you have any questions, please feel free to contact your school site administration, or call my office at (626) 943-6540.

Thank you again for your support of our schools.

Sincerely,

Josephine Quach  
Asst. Supt., Financial Services

Cc: Principal  
AP – Business & Activities  
Janet Lees  
Duane Russell

"Equal Opportunity Employer"