

Forms

Sample Booster Club Application

(School District Name)

BOOSTER CLUB APPLICATION

Booster Club/Organization Name: _____

Name of the School: _____

The parents of XYZ School District, hereby requests approval for the formation of the: _____ Booster Club.
Name of Organization

Objectives / Purposes of the Booster Club are: _____

We, the members of this Booster Club have read the rules for forming and conducting this organization and agree to abide by them. We will submit a contact list, along with two copies of the proposed constitution and by-laws to the site administrator/designee, who will review the application for approval.

Signature of Organization Representative Date

Address / Phone No. _____

Approved: _____
Site Administrator's Signature Date

School Name: _____

Sample School District Notice

(District Letterhead)

MEMO

To: All Booster Clubs Supporting Sample School District Schools

From: Sam Smith, Superintendent of Schools
John Money, Fiscal Services

Subject: Booster Club Requirements

Thank you for applying to operate a Booster Club supporting Sample School District schools and for making a difference in the lives and education of our students.

We are providing you this memo in order to assist you in the process of applying as a booster club of the Sample School District. All booster clubs are considered separate organizations from the Sample School District. Before operating on any school site, the district requires the following items from each booster club:

Required Document	Comment
Booster club/support organization name	Define which school and sport or activity the group is supporting.
Booster club officers and contact information listing	List officers' titles, phone numbers, and e-mail addresses.
Employer/Tax Identification Number (TIN) of the booster club Note: The district's TIN is not available for use; the booster club must have its own TIN.	This is required to open a bank account and many other functions. If you used an individual's social security number, please indicate so. See Form SS-4 at www.irs.gov .
Proof of tax-exempt status under Internal Revenue Code Section 501(c)(3) (if applicable) To apply for exempt status, you may review Form 1023 and the instructions for filing at www.irs.gov	You will need this if your booster will normally have gross receipts of \$5,000 or more in a year OR if you wish to receive a determination letter that recognizes 501(c)(3) status and specifies that contributions to the organization are tax-deductible.
Meeting dates – calendar	For board meetings, committee meetings, etc.
A copy of the booster club current charter and bylaws	Provide most recent information.

Note: These required documents are subject to change at any time without notice.

To provide assistance, you may refer to the guidelines for booster clubs as outlined in the Associated Student Body Accounting Manual & Desk Reference published by FCMAT and available at www.fcmat.org. The FCMAT desk reference includes guidelines regarding the organization of booster clubs, financial guidelines, solicitation regulations, site interaction, and many other procedures and functions.

If you have any questions regarding this memorandum, please contact your school site administrator.

Sincerely,

Sam Smith
Superintendent of Schools