

Booster Club/Support Group Quick Reference

Item Due	Date Due	Submit to:
Bylaws	Initial formation and/or when changes are made	Assistant Superintendent of Finance
Officers Acceptance Form	Annually and/or as changes are made	Business Manager
Audited Financial Statements	June 30th of each year	Business Manager
GASB 39 Form	June 30th of each year	Business Manager
Club/Group Information Sheet	After officers are elected or as changes are made	Business Manager and Campus Principal/Administrator
Booster Fundraising Permission Request Form	2 months prior to desired fundraising start date	1st Approval: Campus Principal/Administrator 2nd Approval: Assistant Superintendent of Finance
Booster Results from Fundraiser	within 1 week of the last day of the fundraising period	1st Approval: Campus Principal/Administrator 2nd Approval: Assistant Superintendent of Finance

updated 07/2019