

# 10

## Steps to start a Booster Club

1



**Get the OK from your Principal** – Email or call the Principal and copy your sponsor.

2



**Create a name for your Club** – Include the campus name + activity (Seabrook Int. Band Booster Club). The IRS prohibits using previously registered names.

3



**Elect officers** – A minimum of three officers are required (usually President, Treasurer and Secretary). Exceptions should be emailed to the Auditor.

4



**Draft bylaws** – Bylaws serve as your operating guide for nearly every booster club situation. A sample is provided on the Auditor's department web page.

5



**Apply for an EIN** – [Applications for Employee Identification Numbers](#) are handled online. You will receive your EIN electronically in 5 minutes.

6



**Email a copy of your EIN and signed bylaws to the Auditor:** [jsmith11@ccisd.net](mailto:jsmith11@ccisd.net). To waive the \$275 application fee, the Auditor must send documents to the IRS on your behalf.

7



**Open a bank account** – Bylaws and first meeting's minutes are required to open an account. Ask for a booster club account not a business account.

8



**Look for a state exemption letter**– The Auditor will apply for your state exemption on your behalf. You will receive a letter in 3–4 weeks. Please retain for your records.

9



**File for a Sales Tax Permit** – If you plan to host more than two taxable fundraisers per year, apply for a Sales Tax Permit online <https://comptroller.texas.gov/taxes/permit/>. **Do not apply** if you will not host more than two taxable fundraisers.

10



**File taxes on time!**

FEDERAL taxes = filed 1x per year with the IRS.

STATE taxes = filed 4x per year with the Texas Comptroller's Office only if you have a Sales Tax Permit.