

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's website

5



Apply for an EIN – [Applications for Employee Identification Numbers](#) are handled online page <https://www.irs.gov> . You will receive your EIN

6



Email a copy of your EIN and signed bylaws to the Auditor: gmlopez@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. Retain them for your records.

10



File taxes on time!

FEDERAL taxes = filed 1x per year with the IRS <https://www.irs.gov>
STATE taxes = filed 4x per year with the Texas Comptroller's Office <https://comptroller.texas.gov/> **only** if you have a Sales Tax Permit. You don't need to apply if you do not have more than two taxable fundraisers.