



# Perry Local Schools

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To: Booster Clubs/Parent Support Groups  
From: Jeff Bartholomew, Treasurer  
Date: August 3, 2022  
Re: Guidelines for Booster Clubs/Parent Support Groups

The Board of Education appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students. District support organizations are defined as any non-profit entity, group, or other organization formed and operating for the purpose of supporting District programs.

By September 1<sup>st</sup> of each year, booster clubs and parent support groups must submit to the Treasurer of the Perry Local School District the following:

1. Copy of bylaws
2. List of officers (including home address, email and phone number)
3. Employer Identification or Tax Identification number
4. Verification that form 990 (IRS requirement) was filed for previous year
5. Previous fiscal year (July 1 – June 30) financial report including beginning cash balance, receipts, expenditures and ending balance
6. Proposed fund raising plan (description of fund raiser and proposed use of profits) for current year as approved by club/group

The above information may be sent via email to [jeff.bartholomew@perrylocal.org](mailto:jeff.bartholomew@perrylocal.org)

Athletic booster clubs must also provide copies of above documents to the Perry Local Schools Athletic Director.

It is essential that every district support organization has internal controls in place for managing money (monthly balancing of the books, processing receipts, paying invoices, etc.). Upon request, I can meet with your group individually to review your current internal controls/cash handling procedures.

Please contact me at 330-915-5003 or by email at [jeff.bartholomew@perrylocal.org](mailto:jeff.bartholomew@perrylocal.org) with any questions.

Thank you for supporting the students of Perry Local Schools!