

Series 3000: Operations, Finance, and Property

3100 General Operations

3106-F Booster Clubs, PTOs, and Other Support Groups

All support groups are required to complete this form annually by September 15th, whether operating within the District or as a separate legal entity. Please complete the following information and proceed to the applicable section as indicated below.

☐ New support group

☐ Renewal of existing support group

Name of Support Group: _____

Contact Person Name: _____

Phone: _____ Email: _____

Contact Person Position or Title: _____

Program or Activity Supported: _____

Please indicate the status of the support group (as understood by the applicant) and proceed to the appropriate section:

☐ Internal Support Group (e.g., parent/guardian group operating within the District).
Complete Section A.

☐ External Support Group (e.g., booster club, PTO, other separate legal entity).
Complete Section B and Acknowledgment and Release Form.

Section A: Internal Support Groups

Building of Operation: _____

Describe mission or purpose and identify common activities, events, and fundraisers held (if applicable):

Signature: _____ Date: _____

Printed Name: _____ Title: _____

Primary Staff Contact: _____

Section B: External Support Groups

Name of Support Group: _____

Contact Person Name: _____

Contact Person Title: _____

Address of Entity: _____

Phone: _____ Email: _____

Program or activity supported: _____

Type of Entity (e.g., non-profit corporation): _____

Bylaws Adopted: ☐ Yes ☐ No Date Adopted: _____

Date of Formation:* _____ (use date approved by State of Michigan, if applicable)

EIN: _____ (attach copy of IRS confirmation or approval letter)

Banking Institution: _____

*If in the process of forming a legal entity, please describe steps taken (including pending approvals):

Note: If any of the above steps have not been completed at the time of filing this form, once completed, a new or updated form must be submitted to the District.

Date of Annual Meeting and Election of Officers: _____

Name and Contact Information of Current Officers:

Title	Name	Phone	Email
President			
Vice President			
Treasurer			
Secretary			

Signature: _____ Date: _____

Printed Name: _____ Title: _____

**External Support Groups must complete the attached Acknowledgment and Release Form.*

For Internal Use:

Date Received: _____

Received by: _____

Printed Name: _____

☐ Approved ☐ Denied

Superintendent: _____ Date: _____

If approved or denied by Board of Education, date of Board Meeting: _____

Acknowledgement and Release Form
Booster Clubs, PTOs, and Other Legally Separate Parent/Guardian Groups

By executing this Acknowledgement and Release Form ("Acknowledgment"), I certify that I am an authorized representative or officer of the parent/guardian group identified below ("Organization"). On behalf of the Organization, which is operated as a separate legal entity from the District, I certify the following:

I have read and understand District Policy 3106 related to the policies and procedures applicable to our Organization. Further, the Organization will comply with all applicable board policies, guidelines, and procedures in its operations. I certify on behalf of the Organization that the Organization will not represent to any third party that it is an agent of the District or has any authority to act on behalf of the District.

The Organization is currently a properly formed separate legal entity (or is in the process of becoming a separate legal entity) as indicated on District Form 3106-F. As a separate legal entity, the Organization certifies that our Organization: (1) has established a legal entity through the State of Michigan; (2) obtained an employer identification number (EIN) through the Internal Revenue Service and does not utilize the District's EIN for any purpose; and (3) has established a separate bank account in the name of the Organization.

As a legally separate entity, our Organization is fully responsible for compliance with all applicable state and federal law. I further acknowledge and understand that the District does not require the Organization to obtain tax-exempt status as a 501(c)(3) or other form of charitable organization and that this is a decision of the Organization. Information provided by the District is general in nature and should not be construed as legal advice. The Organization is solely responsible for consulting with appropriate professionals on legal, tax, accounting, and other compliance matters, as deemed necessary by the Organization, including whether tax-exempt status would be beneficial for the Organization.

District personnel may participate in the Organization's events and activities on a voluntary basis but may not be required to participate. I further understand and acknowledge that the Organization is responsible for safeguarding all funds raised by the Organization and will adopt written procedures or internal controls related to funds in order to minimize opportunities for fraud or abuse. Under no circumstances will the District be liable for the failure of the Organization to properly safeguard funds or for losses associated with fraud or misuse of funds. Events and activities, including fundraisers, held by the Organization are not District sponsored events and the District will not be held liable for such events or activities.

By execution of this Acknowledgment, I certify on behalf of the Organization that I have read and understand this Acknowledgment and the Organization shall release and hold the District harmless from liability arising from the operation of the Organization, including liability related to events and activities, failure to comply with applicable law, financial losses incurred, including those resulting from fraud or similar acts, and other liability associated with the Organization's operations.

Name of Organization: _____

Signature: _____ Date: _____

Printed Name: _____ Title: _____