

**Estancia High School All Sports Boosters
Comprehensive Fiscal Sponsorship Application Package (2016-2017)**

Comprehensive Fiscal Sponsorship is a legally approved union between an unincorporated group or project such as our Member Booster Clubs and a 501(c)(3) nonprofit organization like Estancia High School All Sports Boosters that extends to such groups or projects the benefits of tax-exempt status and administrative support via making them legally and financially part of the organization.

In a Comprehensive Fiscal Sponsorship relationship, your project becomes a program that is a fully integrated part of Estancia High School All Sports Boosters, who maintain all legal and financial responsibility for your sponsored project, its employees, its volunteers, and its activities. Estancia High School All Sports Boosters assures funders that the purposes and restrictions of all grants and/or contributions will be met.

Estancia High School All Sports Boosters is a California Nonprofit Corporation and tax-exempt under both US IRS Internal Revenue Code Section 501(c)(3) and California FTB Revenue and Taxation Code (R&TC) section 27301d(c)(1).

Estancia High School All Sports Boosters tax-exempt charitable purpose is to promote and support the students, coaches, and administrators of sports programs, co-curricular programs, extra-curricular programs, and facilities located in the enrollment zone of Newport-Mesa Unified School District's Estancia High School by engaging in charitable, civic, and educational activities that contribute to the programs by creating an atmosphere that is consistent with the educational philosophy of the school community in Costa Mesa, California.

Estancia High School All Sports Boosters ensures use of contributed funds for section 501(c)(3) purposes by:

- a) Limiting distributions to approved projects that are in furtherance of our exempt purposes;
- b) Retaining control and discretion as to the use of the funds; and
- c) Maintaining records establishing that the funds were used for section 501(c)(3) purposes.

Estancia High School All Sports Boosters provides the following general "back-office" Fiscal Sponsor services:

- a) Accounting services, including Financial Transactions, Financial Planning, and Financial Reporting;
- b) Administrative services, including Tax-Exempt status, Tax Information Filings, and Liability Insurance;
- c) Human resource services, including Contractor Advice, Employee Services, Employee Reporting; and
- d) Information Technology (IT) services, including shared Website, and dedicated Email address.

After you submit the attached Comprehensive Fiscal Sponsorship Application, our Board of Directors will review your project. Upon approval of your project, we will provide your group with our Comprehensive Fiscal Sponsorship Agreement and additional information on how we will work together:

- a) You will manage your project thru your own Project Committee;
- b) Your President becomes a member of our Board of Directors, and your group will have voting rights; and
- c) Your Treasurer is supervised by our Treasurer for compliance with the terms of our Comprehensive Fiscal Sponsorship Agreement, including managing a dedicated checking account for your Project's funds.

We strive to minimize annual fees for services provided:

- a) Current fees are \$50 per program per year, excluding Sports Camp Insurance;
- b) Fees decrease with increased number of Projects sharing a common expense;
- c) Fees increase with increased number of services offered to our programs; and
- d) Fees subject to change based on actual expenses incurred.

We look forward to working with your group in furtherance of our exempt purpose!

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In support of recommended best practices for Comprehensive Fiscal Sponsorship , we engage in a clear, systematic process to assess and select projects. Please complete this application about your group or project:

Question	Answer
Booster Club Name (Enter)	
Booster Club Type (Enter One From List Below) <ul style="list-style-type: none"> • Sport Program: School offered team • Co-Curricular Program: School offered class • Extra-Curricular Program: School approved club 	
Booster Club Purpose (Examples shown below) <ul style="list-style-type: none"> • To promote and support the Girls Volleyball Program at Estancia High School • To promote and support the Music Program at TeWinkle Intermediate School 	
Name of School (Enter One From List Below) <ul style="list-style-type: none"> • Estancia High School • TeWinkle Middle School • Adams, California, Pomona, Rea, Victoria, or Wilson 	
Season of Operation (Enter One From List Below) <ul style="list-style-type: none"> • Annual (Fall and Winter and Spring) • Seasonal (Fall or Winter or Spring) 	
Do You Operate A Summer Program? (Yes or No) <ul style="list-style-type: none"> • If Yes, please share Weeks & Days & Hours • If Yes, please share how many participants 	
Number of Adult Members (Enter One From List Below) <ul style="list-style-type: none"> • <5 • >5 	
Number of Students Supported (Enter One From List Below) <ul style="list-style-type: none"> • <25 • >25 	
Group Annual Revenue: (Enter)	
Group Annual Expenses: (Enter)	
Group Bank Account Balance: (Enter)	
Group Meeting Per Year (Provide Information Below) <ul style="list-style-type: none"> • How Many Meetings? How Many Attendees? 	
Group Fundraising Activities and Amount (Enter All) <ul style="list-style-type: none"> • Fireworks • Pancake Breakfasts • Food Sales (Snack Bar, etc) 	
Group President Contact Information (Enter) <ul style="list-style-type: none"> • Name: • Street Address: • City, State, ZIP • Phone#: • Email: 	
Group Treasurer Contact Information (Enter) <ul style="list-style-type: none"> • Name: • Street Address: • City, State, ZIP • Phone#: • Email: 	