

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. A sample is provided [here](#) or on the Auditor's department web page.

5



Apply for an EIN – [Application for an Employee Identification Number](#) is found on the IRS' website: www.irs.gov. You will receive your EIN electronically in 5 minutes.

6



Email a copy of your EIN and signed bylaws to the Auditor: boosterclubs@ccisd.net. The Auditor must apply on your behalf to waive the \$275.00 application fee.

7



Open a bank account – Bylaws and first meeting 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. A letter from the Texas Comptroller's Office will arrive in 3-4 weeks. Please retain for your records.

9



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/>. **A permit is not needed if you host only two fundraisers or non-taxable sales.**

10



File taxes on time! FEDERAL taxes are filed once per year with the IRS. STATE taxes are filed 4x per year with the Texas Comptroller's Office only if you have a Sales Tax Permit.

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Questions? Call 281-281-0184 or email: boosterclubs@ccisd.net. Online resources: <https://www.ccisd.net/booster-clubs>