



## Application: Maintaining Status as a District-Recognized Booster Group

In order for groups to maintain their status as a district recognized booster group, a yearly renewal application must be completed. All renewal forms, along with required attached documents, **must be received by January 15 of each year** in order for the group to receive district-paid Excess Accident Medical and General Limited Liability Insurance for the period of March – February. If a group does not meet the January 15 deadline, they will be required to purchase their own insurance until the next year.

**By completing the form below, your group agrees to continue its compliance with the following guidelines for being a Rockwood district-recognized booster group for the period of March – February:**

1. Maintain federal 501(c)3 non-profit status.
2. Submit a copy of the group's most recent tax return with this renewal application.
3. Comply with the guidelines established in [Regulation 2950 for prescribed procedures for fundraising activities](#).
4. It is suggested that a booster group consider purchasing Crime and Director & Officer insurance if your account balances are above \$15K annually. This insurance may be purchased from [PTO Today](#) or another agency.
5. Annually complete this form and return by **January 15**.

### **Please complete the following:**

Date: \_\_\_\_\_

Booster Group Name: \_\_\_\_\_

Rockwood School Supported by Booster Group Activities: \_\_\_\_\_

Group Supported by Booster Group Activities: \_\_\_\_\_

Booster Group's Non-profit, federal tax ID # (required): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email (this will be our primary way to contact you): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

### **A copy of the group's most recent tax return must be submitted with this renewal application.**

#### **In addition, please complete the following:**

Have there been any changes to the group's Missouri Certificate of Incorporation in the past year? \_\_\_Yes \_\_\_No  
*If yes, a copy of the updated certificate must be attached.*

Have there been any changes to the group's IRS federal tax exemption in the past year? \_\_\_Yes \_\_\_No  
*If yes, a copy of the updated IRS federal tax exemption letter must be attached.*

Have there been any changes to the group's by-laws in the past year? \_\_\_Yes \_\_\_No  
*If yes, a copy of the updated bylaws must be attached.*

### **Return form with attachments by January 15 to the Facility Usage office by email, fax or mail at:**

Rockwood School District, Attn: Facility Usage Office, 1401 Froesel Dr., Ellisville, MO 63011

**Fax:** 636-891-8844

**Email:** [facilityusage@rsdmo.org](mailto:facilityusage@rsdmo.org)

**Questions?** Contact the Facility Usage office at 636-733-2167 or [facilityusage@rsdmo.org](mailto:facilityusage@rsdmo.org).