

Harrisburg School District
Support Organization Registration Form
 _____ School Year

The Harrisburg School District requires that all PTO's, PTA's, Booster Clubs, and other support organizations submit one copy of this form annually, along with the required attachments, by September 30th to the Building Principal. An updated copy of this form must be submitted within 30 days if any of the report information changes during the school year.

School Name: _____

Name of Booster Club/Organization: _____

Mailing Address: _____

Name of Student Activity Supported by Organization: _____

Organization's Fiscal Year End: _____

Federal Tax Identification Number: _____

Officers	Name/Email Address	Address	Phone Number
President			
Vice-President			
Secretary			
Treasurer			

Date Officers Were Elected: _____

The officers listed above are responsible for all reporting requirements for the current year. Please note that if any of the above changes, a new Registration form must be submitted to the Principal within 30 days.

The following required attachments must be submitted annually with this form.

1. Copy of Most Recently filed IRS Form 990
2. Prior Year Financial Statements validated and certified by the Audit/Finance Committee (Balance Sheet and Detailed Revenue/Expense Statement)
3. Approved Annual Budget
4. IRS 501(c)(3) Determination Letter
5. Copy of By-Laws and Mission Statement
6. List of Board Members and Contact Information (other than Officers listed above)