

Waco Independent School District

Parent Organization/Booster Club Registration & Approval Form

To: _____ Location: _____
(Principal or Administrator's Name) (School's or Department's Name)

Name of Organization: _____

Purpose of Organization: _____

Student Group to be Supported: _____

Faculty Sponsor: _____

Current Number of Parent/Volunteer Supporters: _____ I

agree with the following statements:

I have spoken with the faculty member who will serve as the Sponsor of the Parent Organization/Booster Club and have received their permission to submit this registration form.

I have read the Parent Organization/Booster Club Guidelines thoroughly and agree to abide by the rules and guidelines it contains. I understand that noncompliance with any Waco ISD, state or federal requirement may result in the disbanding of the Parent Organization/Booster Club by the Principal or Administrator.

I understand that our organization is required to be a 501(c)(3) exempt organization in order to be in compliance with Waco ISD policies.

I have attached a completed Parent Organization/Booster Club Information Sheet, our SS-4, Bylaws, and the Determination Letter or a signed statement stating an Application for Recognition of Exemption under Sec. 501(c)(3) has been or will be filed within the school year. Instead of the Determination Letter, PTAs would need to include a letter of good standing from their umbrella organization stating their group exemption number.

Submitted by:

_____/_____/_____
(President/Representative #1) Date (Vice-President/Representative #2) Date

_____/_____/_____
(Treasurer/Representative #3) Date (Sponsor) Date

For District Use Only

Received by:

Date Received / /

APPROVAL OF PARENT ORGANIZATION/BOOSTER CLUB:

I, _____, _____ at
(Principal's or Administrator's Name) (Position)

_____ authorize _____
(School or Department Name) (Parent Organization/Booster Club name)

to conduct student and organizational related activities for the benefit of

_____. The registration approval is effective for the school year

beginning _____ and will continue until such time as the Parent Organization/Booster Club is not in compliance with district, UIL, state, or federal requirements or when the Parent Organization/Booster Club no longer exists.

_____/_____/_____
(Principal's or Administrator's Signature) Date

DISAPPROVAL OF PARENT ORGANIZATION/BOOSTER CLUB:

I, _____, _____ at
(Principal's or Administrator's Name) (Position)

_____ do not authorize _____
(School or Department Name) (Parent Organization/Booster Club name)

to conduct any student and organizational related activities at Waco ISD.

_____/_____/_____
(Principal's or Administrator's Signature) Date

The original form should be sent to a representative of the Parent Organization/Booster Club shown on the front of this form. Please make copies of BOTH PAGES of this form for:

- The Sponsor
- The Principal or Administrator
- The Internal Audit Department