

Booster Club Application Checklist

Persons proposing to establish a school-connected organization shall submit a request to the school Principal for authorization to operate at the school. The request for authorization shall contain:

Required Documents	
<input type="checkbox"/>	The name and purpose of the organization with specific objectives
<input type="checkbox"/>	Tax Identification Number (TIN)
<input type="checkbox"/>	Bylaws, rules, and procedures under which the organization will operate, including procedures for maintaining the organization's finances, membership qualifications (if any), and an agreement that the group will not engage in unlawful discrimination
<input type="checkbox"/>	The names, addresses and phone numbers of all officers
<input type="checkbox"/>	Proof of Tax-exempt status 501(c)(3)
<input type="checkbox"/>	An agreement to grant the district the right to audit the group's financial records at any time, either by district personnel or a certified public accountant
<input type="checkbox"/>	The name of the bank where the organization's account will be located and the names of those authorized to withdraw funds
<input type="checkbox"/>	The signature of the principal of the supporting school
<input type="checkbox"/>	Planned use for any money remaining at the end of the year if the organization is not continued or authorized to continue in the future
<input type="checkbox"/>	Proof of liability insurance as required by law.

More information describing and defining these documents can be found in FCMAT's Associated Student Body Manual available at <http://www.fcmat.org>.

Questions regarding financial requirements should be directed to the TUSD Fiscal Services department; Sandra Magana 667-0632 Ext. 2403 smagana@turlock.k12.ca.us