Huffman Independent School District
Guidelines to Establishment of a Booster Organization

The following steps and actions should be completed to aid the leadership of the entity in establishing a new booster organization, electing officers, establishing bylaws, and official recognition by HISD.

1. **Schedule an interest meeting, discuss/draft bylaws, and elect officers:**
    a. Gather members who wish to participate as members of the booster club.
    b. Discuss and draft Bylaws for the organization. A bylaw template is provided, if desired for use by new clubs.
    c. Utilizing your bylaw process, elect officers for the club. Note that HISD requires three (3) officers for each booster club - a president, a treasurer, and a secretary.
    d. Ensure all established and approved booster club bylaws are in compliance with Huffman ISD Board Policy Requirements listed in Policy , GB (Legal), GE (Local), GE (Legal).
    e. Complete an Articles of Incorporation from the template provided.

2. **Complete your online Booster Club application intent:**
    a. Complete the HISD Booster Club Application for District Recognition & Formation.
    b. Your campus principal or their designee will reach out to schedule a meeting with you and your respective campus coach or program director to review the application and approve you to move forward in the process.

3. **Attend Mandatory HISD Training & Familiarize Your Organization with UIL Rules**
    a. Huffman ISD Board Policy GE (Local) requires booster club officers (President & Treasurer) to attend and document their acknowledgement in an on-campus, mandatory annual training to ensure compliance and understanding of policies and procedures. This training is hosted by the campus Principal or their designee.
    b. Huffman ISD Board Policy GE (Local) also requires booster club members to become familiar with UIL Fundraising Rules and Guidelines that can be found here. It is recommended that officers communicate these guidelines to booster members annually.

4. **Apply for your Federal EIN (Employee Identification Number):**
    a. Utilize the link provided to Apply for your Federal EIN
    b. Applications for EIN numbers are handled online. You will receive your EIN electronically in approximately five (5) minutes.

5. **Open a bank account for your booster club:**
    a. A printed and signed copy of your booster club's approved bylaws and a copy of the booster club's first meeting minutes are required to open an account with many banks.
    b. It is recommended to ask for a **booster club account**, not a business account.

6. **Apply for Federal 501(c)3 Non-Profit Corporation Tax Exemption status from the IRS:**
    a. Complete IRS Form 1023 (Application for Recognition of Exemption) and the Form 8718 (User Fee for Tax-exempt Organization Determination Letter Request). Submit these forms and the applicable fee to the IRS.

7. Complete and file a Form 202 – (*Certificate of Formation - Nonprofit Corporation*) with the Texas Secretary of State's Office.

a. Payment method for a total of twenty-five ($25.00) dollar filing fee.

b. The filing fee for a certificate of formation for a nonprofit corporation or cooperative association is $25. Fees may be paid by personal checks, money orders, LegalEase debit cards, or American Express, Discover, MasterCard, and Visa credit cards. Checks or money orders must be payable through a U.S. bank or financial institution and made payable to the secretary of state. Fees paid by credit card are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees.

c. **Register Your Nonprofit Corporation Online**; Use the SOS Upload system to electronically submit **a PDF copy of the completed and executed document *only***. When submitting a document through SOSUpload, do not include a copy of these instructions, a duplicate copy of the document, payment information, or personal identifying information (PII). Inclusion of this information may lead to a rejection of the Form 202 Instruction Page 4 – Do not submit with filing. document. For more information on SOSUpload, please call (512) 463-5555; email corpinfo@sos.texas.gov; or visit https://direct.sos.state.tx.us/lef/index.aspx

8. Confirm Submission of all Required HISD Documents via email on original IK12 Form & Receive Official Letter of Approval

a. Click the link to submit all required Booster Club & Officer documentation online to Huffman ISD

b. Once all steps above are completed, the respective campus and Huffman ISD will confirm receipt of all needed documents. Upon confirmation, email the final approval letters from the Texas Secretary of State, Comptroller, and IRS to the campus principal or designee. Upon receipt, they will send your president an official email with a Letter of Approval, declaring your booster club recognized and approved for operation as a school-related entity, eligible to represent the campus and program listed.

c. As an important consideration, Booster Organization 501(c)3 entities are not officially recognized as official school-related entities until confirmation is received from the Campus Principal or their designee in writing.

AFTER APPROVAL OF YOUR BOOSTER CLUB

1. **File Your Federal and *State Taxes On Time!**
    a. FEDERAL taxes = filed 1x per year with the IRS
    b. *STATE taxes = filed 4x per year with the Texas Comptroller's Office only if you have a Sales Tax Permit.

2. **(Optional but Strongly Recommended) Purchase of General Liability & D&O Insurance**
    a. The District **strongly recommends** that school-related booster/auxiliary clubs obtain liability insurance coverage when the club rents or uses third-party facilities to hold fundraisers, as the District's liability insurance policy does not provide for school-related booster/auxiliary club events.
    b. Booster clubs should seriously consider the purchase of liability insurance to protect the organization and its members.
    c. Booster Clubs are a separate entity from the school district. As such, Booster Clubs ARE NOT protected from liability by governmental immunity. Carefully read any contracts in their entirety and/or service agreements you are asked to sign by a vendor. Unless your group is covered by its own general liability insurance policy (either an annual policy or one day event policy), by signing a contract that includes an Indemnification Clause, Hold Harmless Clause, or a Waiver of Liability Clause, the booster club is accepting, in the name of the group and its' officers, the risk for any and all losses (property damage, bodily injury, personal injury, etc.) incurred or resulting from the event you are contracting for.
    d. Coverage to be considered should include general liability, officer's liability, business personal property (if booster owned property exists), and fidelity (otherwise known as bond) coverage.

3. **(Optional) Application for Texas Sales Tax Permit**
    a. If desired, your booster club may choose to file for a Texas Sales Tax Permit.
    b. If you plan to host more than two taxable fundraisers per year, apply for a Sales Tax Permit online at the link embedded. Do not apply if you will not host more than two taxable fundraisers.

*All state and federal sales tax questions should be addressed to a financial professional (CPA) or other certified tax professional. HISD does not provide answers or make decisions regarding any facet of reporting taxes for nonprofit organizations. Booster organizations may seek out these professionals to help aid in the operation of their organizations.

Huffman Independent School District
New Booster Club Checklist

- ☐ Schedule & hold interest meeting
- ☐ Draft bylaws
- ☐ Completed Articles of Incorporation for record
- ☐ Completed HISD Booster Club Application (Form) for District Recognition & Formation
- ☐ Meet with Campus Principal/Designee
- ☐ Receive initial approval to move forward
- ☐ Elected Officers (President, Treasurer, Secretary)
- ☐ Officers attend HISD Mandatory Booster Officer Training
- ☐ Discussed, Drafted, & Approved Bylaws
- ☐ Applied and Received Federal EIN
- ☐ Opened Bank Account for your Booster Club
- ☐ Applied for Non-Profit 501(c)3 Status with IRS, if desired
- ☐ Received approval Letter from IRS on non-profit status
- ☐ Completed Secretary of State Application on non-profit status
- ☐ Uploaded all information in IK12 to original application
  - ☐ EIN
  - ☐ Officer List
  - ☐ Insurance Certificate
  - ☐ Finalized Bylaws
  - ☐ Banking Contact Information
- ☐ All items submitted and Approval Letter received from HISD

☐ **Officially Approved as a BOOSTER CLUB!**