

APPLICATION/CHECKLIST FOR BOOSTER CLUBS & SCHOOL-CONNECTED ORGANIZATIONS

☐ New Application	☐ Renewal Application
Today's Date: _____ School Year: _____	
Name of Booster Club/School-Connected Organization: _____	
Purpose of Booster Club/School-Connected Organization: _____	
☐	Booster Club/School-Connected Organization Officers Form <i>Complete and attach Appendix C - Booster Club & School-Connected Organization Officers.</i>
☐	Certification <i>Complete and attach Appendix D - Booster Club/School-Connected Organization Certification.</i>
☐	Constitution and bylaws: <i>Attach constitution and bylaws.</i> <i>Attach meeting minutes approving constitution and bylaws.</i>
☐	Specific objectives and plan of activities that will benefit the students: <i>Attach a list of specific annual objectives and plan of activities for the school year.</i>
☐	Bank Institution, location and names of those authorized to withdraw funds: <i>Complete and attach Appendix E - Booster Club/School-Connected Organization Bank Information.</i>
☐	Planned use for money remaining at end of school year if the organization is not continued or authorized to continue in the future. _____
☐	Proof of Liability Insurance: <i>Attach a copy of booster club's/school-connected organization's liability insurance.</i>
☐	Federal and State Tax exempt number: <i>Download and attach a copy of booster club's/school-connected organization's tax-exempt status letter (https://www.irs.gov/charities-non-profits/application-for-recognition-of-exemption).</i>
☐	Budget Requirements: <i>Attach a budget for the upcoming year and a budget plan for organization-related activities.</i>
☐	Bank Statements (for Renewal Applications): <i>Attach a copy of annual financial statement for the previous school year. Statement is to include all expenditures and Fundraiser Activity Close Out Reports for all events.</i>
Application supported by:	
_____ Site Administrator	_____ Date
_____ Athletic Director	_____ Date
_____ Head Coach/Program Advisor	_____ Date

CHAPTER 21 - BOOSTER CLUBS, FOUNDATIONS, AUXILIARY ORGANIZATIONS AND OTHER PARENT-TEACHER ASSOCIATIONS ACKNOWLEDGEMENT

Today's Date:	School Year:
Name of Booster Club/School-Connected Organization:	
Name and Title of Booster Club/School-Connected Organization Representative:	
<u>Booster Club/School Connected Organization Representative must read through "Chapter 21" of the ASB Accounting Manual, Fraud Prevention Guide and Desk Reference by the Fiscal Crisis and Management Assistance Team, attached as Appendix A. Representative must initial each section below certifying Representative has reviewed each section and sign and date this form.</u>	
	Introduction
	Auxiliary Organization versus Student Organization at Community Colleges
	Regulations Governing Booster Auxiliary Organizations
	Booster Auxiliary Organizations as Nonprofit Organizations with Their Own Tax Identification Number
	Financial Guidelines
	Solicitations on School Premises
	School District Employees
	Donations for Supplies, Equipment and Transportation
	Donations for Equipment Purchases
	Donations for Transportation/Field Trips
	Paying Stipends, Salaries and Consultants
Signature of Representative: _____ Date: _____	

Appendix C

School Booster Club & School-Connected Organization Officers

Name of Booster Club/Organization: _____ **Date:** _____

Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:
Name: Position:	Address:	Phone Number:

Appendix D

Booster Club and School-Connected Organization Certification

Name of Organization: _____("Organization")

School Year: _____

Organization understands and agrees to the following:

1. The Colton Joint Unified School District ("District") may audit Organization's financial records at any time, either by District personnel or a certified public accountant.
2. Notwithstanding the District's right to audit, Organization remains responsible for its own tax status, accounting and financial records, and arranging for its own audit as may be required.
3. Organization will use its own name and logo and shall not use the District's or school's name or logo(s) unless it receives District's Superintendent or designee's written consent.
4. Organization shall not hire any District staff or employee nor permit any District staff or employee to hold an official position in the Organization.
5. Organization shall maintain its own bank account separate from the District and shall not commingle funds with any District account or funds, including those of the Associated Student Body.
6. If Organization is approved by District's Governing Board to hold a raffle, Organization shall comply with any and all applicable laws, including California Penal Code sections 326.5 and 320.5.

The members of the Organization's Governing Board, by signing below, certify that each has reviewed and understands the requirements contained in the District's Booster Clubs and School-Connected Organizations Handbook and other documents therein referenced (collectively, "Guidelines") and acknowledges and agrees that District may revoke Organization's authorization at any time if Organization violates the Guidelines.

Signature	Name, Position	Date

Appendix E

School Booster Club & School-Connected Organization Bank Information

Name of Booster Club/Organization: _____ **Date:** _____

Name of Bank:	
Address:	
Phone Number:	
Bank Routing Number: Account Number:	
Authorized Person Name:	Position:
Authorized Person Name:	Position:
Authorized Person Name:	Position:
Authorized Person Name:	Position: