

# Communication Council for Parent Teacher & Booster Club Organizations

“Empowering Partnerships for Student  
Success...Together, we achieve more.”



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# Introduction

The Development Office provides oversight and support to parent-teacher and booster club organizations operating in support of ECISD.

The Development office serves campuses and families in a support and service role, and do not have authority to make decisions or impose restrictions on behalf of an entity.

This presentation is intended to inform you of some important updates and changes being implemented for the 25-26 school year.



# What has changed?

All district required documentation is due April 1st of each year.

(Financial Overview, Bylaws and Updated list of officers)

Financial Overview Report has been updated. This report will capture financial information from April 1 - March 31 and include summer months.

The Request for Approval of Fundraising Activity Form will no longer be used by parent organizations and booster clubs.




# Why did this \*change?

These changes have been implemented to ensure smoother transitions between school years—particularly during the change of officers and the handover of responsibilities to the new board. Strengthening this process allows for better oversight and continuity within parent organizations and booster clubs.



# updated Financial Overview REport

 **Parent – Teacher and Booster Club Organization**  
**Financial Overview Report**  
Report Due Annually on April 1<sup>st</sup> (12 month reporting period April – March)

Organization Name: \_\_\_\_\_  
School Affiliation: \_\_\_\_\_  
Report of Activities for the School Year Ended \_\_\_\_\_ (Date)

**Board/Officer Information:**

President: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Vice President: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Treasurer: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Secretary: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_ Is EIN # in good standing with IRS: Yes \_\_\_\_\_ No \_\_\_\_\_  
Is this organization a 501c3 non-profit organization: Yes \_\_\_\_\_ No \_\_\_\_\_  
Has 501c3 status been revoked: Yes \_\_\_\_\_ No \_\_\_\_\_ Has it been reinstated: Yes \_\_\_\_\_ No \_\_\_\_\_  
Are federal/state taxes up to date: Yes \_\_\_\_\_ No \_\_\_\_\_

**Financial Activity**

**Income**

Cash at the beginning of the year: \$ \_\_\_\_\_  
Total amount of money raised/received during the year: \$ \_\_\_\_\_  
Total amount of money spent during the year: \$ \_\_\_\_\_  
Cash at the end of the year: \$ \_\_\_\_\_

**Donations to School/Program**  
(Please remind coach/director to complete donation forms)

Cash donated to school/program: \$ \_\_\_\_\_  
Market value of gifts donated to school/program: \$ \_\_\_\_\_  
Total contributions to school/Program: \$ \_\_\_\_\_  
Note: (cash + gifts = total contributions)

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_


If gross receipts are in excess of \$25,000, please attach a profit and loss statement. If gross receipts for the year are more than \$250,000 records must be audited by an independent auditor; the district will pay for that audit, and a copy of the completed audit must be returned to the ECISD Finance Department by August 31<sup>st</sup>

Updated: 5/9/25  
GE (EXHIBIT)B

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- The financial overview report must be completed by the treasurer or another member of the parent organization's executive board.
- Will only require a principal signature to ensure the principal reviews the report and retains a copy for their records if they wish to do so.
- Will need a profit or loss statement attached to this report if gross receipts are in excess of \$25,000.
- If over 250,000 in total gross receipts an outside audit will need to be completed.

# Parent Organization Fundraising Approval Form



**Parent Organization Fundraising Approval Form**

=====

Please submit fundraiser request forms at least 15 days before the event for principal approval. Principals are asked to review and return the form at least 10 days before the fundraiser to allow enough time for promotion and preparation.

Name of the Parent Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Campus: \_\_\_\_\_ Principal: \_\_\_\_\_  
Name of Fundraiser: \_\_\_\_\_  
Start Date/Time: \_\_\_\_\_ End Date/Time: \_\_\_\_\_  
Location of Fundraiser: \_\_\_\_\_  
Purpose of Fundraiser: \_\_\_\_\_  
Description of Fundraiser: (example: the name of the vendor being used, items to be sold, in-person or online sales, donations, solicitations)  
\_\_\_\_\_  
\_\_\_\_\_

**Acknowledgement**

Date & Time Form Submitted: \_\_\_\_\_  
Form Submitted By: \_\_\_\_\_  
(Parent Organization Name and Officer Name)  
Form Received By: \_\_\_\_\_  
(Campus Personnel)

**Approval**

Fundraiser Approved: \_\_\_\_\_ Fundraiser Denied: \_\_\_\_\_  
Reason for Denial: \_\_\_\_\_  
Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form replaces GE (Exhibit) Request for Fundraising Approval Form. The GE (Exhibit) form was intended for Student Activity Accounts.

The Parent Organization Fundraising Approval Form is for Parent Organizations and Booster Clubs.

Ector County ISD  
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RELATIONS WITH PARENT ORGANIZATIONS GE  
(EXHIBIT)

REQUEST FOR APPROVAL OF FUND-RAISING ACTIVITY

Organization:  
 Booster club other school-support organization  
 Parent-Teacher organization

Name of the sponsoring organization: \_\_\_\_\_

Name of the Sponsor: \_\_\_\_\_

Campus \_\_\_\_\_  
Project \_\_\_\_\_  
Vendor \_\_\_\_\_  
Vendor's address: \_\_\_\_\_  
Name of representative \_\_\_\_\_  
Date of project \_\_\_\_\_  
Length of project \_\_\_\_\_  
Expected net profit \_\_\_\_\_  
Purpose /Benefit to the school or District \_\_\_\_\_

A parent organization or booster club desiring to conduct a fundraising activity on a district campus is encouraged to submit this form as a courtesy to the principal and as a sign of mutual respect to encourage open communication between both parties.



# Campus Wishlist

At the beginning of the school year, schedule a meeting with your principal, coaches or directors and create a wishlist of the projects, items or equipment they would like for the parent organization or booster club to fundraise for, excluding anything that is not already covered by their department's budget.

Parent organizations or booster clubs will review this list and vote as an organization to determine which items will be their fundraising goals for the year.

Be sure to include items on your wish list that you would like to do for the campus too. Like teacher appreciation events, Senior Sunrise, festivals, meals, snacks, playground equipment, awnings, etc. Be sure to get the correct approvals before adding any type of equipment or awnings to campuses.

Each campus and program receives a department budget for the year. Fundraising efforts should focus on items or opportunities that fall outside of what that budget covers. Principals, coaches, and directors are encouraged to work closely with you and stay familiar with your bylaws to ensure everything runs smoothly and in alignment. Together, we can make the most of our resources for our students.



# Donations

Donation forms are completed electronically by ECISD staff through the MyECISD intranet site.

Please provide supporting documentation to your coach, director or principal to upload with the donation form.

When donating equipment trailers, be sure to submit invoices, title, payments, receipts, Etc.

Make sure to keep a copy of all supporting documentation for your records.

# Take away's

- Build a relationship with your principal, coaches and directors
- Collaborate together and form a partnership. You will accomplish so much more working together as a team.
- Follow organizations bylaws and abide by them. It's recommended to review them every two years.
- File organizations taxes every year
- Turn in organizations district required documentation by April 1st
- Submit an updated list of officers with contact information anytime there is a change in officers

- Submit a Parent Organization Fundraising Activity form as a sign of courtesy and mutual respect
- Maintain good financial records so you can complete the annual Financial Activity Overview Report
- Read the CCPTB Handbook
- District Employees shall not serve as treasurer or have sole responsibility or access to funds





# Conclusion

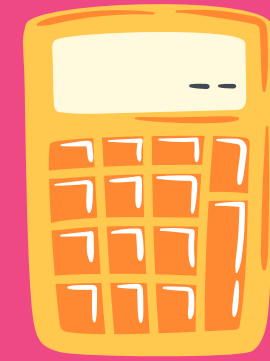
Thank you for attending the annual CCPTB meeting. The key takeaway is that by working together and fostering strong collaboration, we can build meaningful partnerships that enhance our campuses, strengthen their programs, and most importantly—improve the student experience across Ector County Independent School District.

I'm hopeful that these policy changes will be most effective if we all do our part, work collaboratively, and respect the roles and responsibilities within each organization.

Thank You



# Have Questions? Contact:

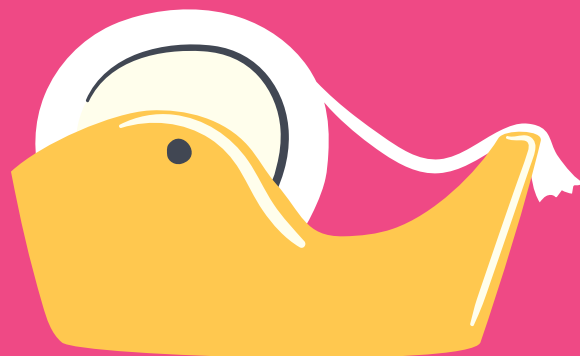


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# CCPTB Handbook-25



Please take a few minutes to review the CCPTB Handbook for 25-26

download a copy and save it to your desktop for easy access

You can also access it on the Development Office Webpage

