Required Documents for a Booster Club Application and/or Renewal

Lake Elsinore USD requires the following documentation from any booster club planning to operate during a school year. All items will be requested annually.

- ❑ Application for Booster Club – signed by site administrator
- ❑ Booster Club Constitution
- ❑ Booster Club Bylaws
- ❑ Booster Club Board Policy, Operating Manual, and Training Acknowledgement Form completed by all club executive board members
- ❑ Proof of Tax ID # (Commonly IRS Form CP-575)
- ❑ 501(c)(3) Federal Determination Letter (IRS)
- ❑ Certificate of Insurance with Lake Elsinore USD listed as an additional insured
- ❑ Proposed Plan for Fundraisers/Activities
- ❑ Annual Financial State/Income Statement (Renewal Only)
- ❑ Proposed Budget (Renewal Only)