

Booster Club Checklist

Please verify the following information is current and maintained on file on your campus.
Send this completed form and items 1, 2, 3 & 4 to the **Fine Arts Office**.

Deadline: September 11, 2026

Organization: _____ Campus: _____

- ___ 1. **Slate of officers – names, addresses, phone numbers, email addresses**
- ___ 2. **Bylaws and Constitution (only if updated)**
- ___ 3. **Detailed budget identifying all fund raising activities, receipts and projected expenditures.**
- ___ 4. **List of all meeting dates for this school year.**
- ___ 5. **Minutes of each meeting filed with the building principal and Fine Arts Office within 5 days after each meeting.**

REMINDER: Fundraising requests must be submitted through Eduphoria FormSpace according to district regulations GE (R) Local (submission dates are **June 1st** for July-October activities, **October 1st** for November-February activities and **February 1st** for March-June activities).

Booster Club President

Organization Sponsor

Principal

Superintendent's Designee

RETURN THIS FORM WITH ITEMS 1, 2, 3, 4