



2026-2027 Booster Application

Download Instructions:

Download this application in Excel format - Click on "File," Click on "Download," and select "Excel." Name and save Booster Reauthorization packet on your device and begin populating your application fields for each page. When you are ready to print, you will need to "set your print area." Click on "No Scaling," and select the drop-down "fit sheet on one page."

Due Dates:

- 1) Complete packets are due to school sites by 10/1/2026
- 2) School sites must submit completed packets to High School Education by 11/3/2026
- 3) If you have questions about accessing this application, or questions regarding this process, please email Jeanne Orth jorth@conejovalley.org or call Jeanne Orth in High School Education at (805) 497-9511, ext 1230

PLEASE REVIEW BEFORE SUBMITTING YOUR PACKET

1. Are all officers' (and CPA/Financial Reviewer) names, addresses, phone numbers and emails listed?
2. Did you amend Bylaws or Constitutions? If so, please check "Yes" on Signature Page, and attach w/packet.
3. Will your booster organization pay a coach or employee via reimbursing CVUSD? If so, please check "Yes" on Signature Page.
4. Make sure NO document has the word "fees." Commonly found are Bank Fees, Tournament Fees, etc.
5. [Have you renewed your charity's registration with the State of California Department of Justice? We must check to ensure your status is "Current." Visit this link: https://oag.ca.gov/charities/renewals](https://oag.ca.gov/charities/renewals)
6. Please double-check starting and ending balances on Pg 1 of the application, the Financial Statement, the Audit Report and Proposed Budget. Numbers should match.
7. Booster groups should review their exemplar bylaws annually, and use this exemplar bylaws template: Bylaws Template 2019.docx
6. Meeting W-9 and 1099 Requirements - Under the section where financial guidelines are discussed, please review the following:
 - W-9's and 1099's need to be issued by the umbrella booster club or in WHS case, the individual booster club, if they hire an outside contractor.
 - Outside vendors or consultants providing services to the Booster club that are individuals, or LLCs, need to complete the IRS form W-9 before receiving payment for their services. Examples could include people you hire to put together the program, or social media services, photography, filming, etc..
 - Any individual or non-corporate entity, receiving more than \$600/year for services, needs to be issued a Misc-1099 form stating the total amount paid during the year.

PLEASE DO NOT:

- *Please do not include bank statements with your submissions. These documents are not required for your reauthorization.*
- *Please do not staple any documents - leave all documents loose for scanning and copying purposes*
- *Please do not hole-punch your packet. No special folder or binder is necessary - just a paper clip is great!*
- *Please do not include constitution or bylaws UNLESS amendments have been made and voted on.*