# 10 STEPS TO Start a Booster Club

Updated for 2025 – Fort Bend ISD Parent Organizations

## 01. Get Principal Approval

Complete the Booster Club Registration & Approval Form and obtain your campus principal's signature.
Submit the completed form to: serenity.lemond@fortbendisd.gov (Internal Auditor, Business & Finance Department)

## 02. Elect Officers

You must elect a minimum of three officers, typically: President, Treasurer & Secretary.
If you need an exception (e.g., fewer officers), email the request to the Auditor.

## 03. Draft and Adopt Bylaws

Your bylaws serve as the club's governing document. The FBISD Model Bylaws is available on the FBISD Parent Organizations webpage.
These must be reviewed and approved by your officers before submission.

## 04. Apply for an EIN

(Employer Identification Number)

Apply online through the IRS: Apply for an EIN
You'll receive your EIN immediately by email.

## 05. Submit Required Documents to the Internal Auditor

Email the following to serenity.lemond@fortbendisd.gov:

- ✅ EIN Determination Letter
- ✅ List of Officers Information Form
- ✅ Signed Bylaws
- ✅ Certificate of Insurance

## 06. Open a Bank Account

Once you have your EIN and bylaws, open a booster club bank account (not a business or personal account).
Bring: EIN letter, Bylaws, and First meeting minutes showing elected officers

## 07. Apply for 501(c)(3) Federal Tax-Exempt Status

File with the IRS to become a recognized nonprofit.
Complete:

- IRS Form 1023 or 1023-EZ
- Pay the required fee online

More info:
IRS 501(c)(3) Tax-Exempt Information

## 08. Apply for State Tax Exemptions

Apply through the Texas Comptroller's Office for exemption from: Sales Tax and Franchise Tax
You'll receive a determination letter in 3-4 weeks
Texas Exemption Application

## 09. Apply for a Texas Sales Tax Permit

If you plan to conduct more than two taxable fundraisers per calendar year, you must apply for a permit.
Apply for a Sales Tax Permit

## 10. File Taxes Annually & Stay in Good Standing

**Federal Taxes**: File annually with the IRS using Form 990, 990-EZ, or 990-N (e-Postcard).
**State Taxes**: If you have a Sales Tax Permit, file quarterly with the Texas Comptroller.
Missing filings may result in loss of tax-exempt status.