



TISD Acknowledgment of Responsibilities

PTO, Booster Club, and School Support Organizations

For current requirements, refer to the Tomball ISD School Support Guidelines, applicable Board policies, and UIL Booster Club Guidelines.

Organization Name: _____	School Year: _____
Campus: _____	Program/Organization Supported: _____

PURPOSE AND ACKNOWLEDGEMENT

Tomball ISD values the support provided by parent and community organizations. Each organization must operate consistently with District philosophy and objectives, Board policies, District administrative requirements, applicable UIL guidelines, and financial and audit regulations. By signing this form, the officers acknowledge their responsibility to support compliant operations and safeguard the organization's funds and records.

OFFICER RESPONSIBILITIES

- ☐ **1.** I have reviewed the current Tomball ISD Booster Club and School Support Organization Guidelines and will comply with applicable Tomball ISD Board policies, administrative requirements, UIL guidelines, and state and federal requirements.
- ☐ **2.** I understand that the organization is separate from Tomball ISD and may not represent, obligate, or bind the District or its employees to a third party.
- ☐ **3.** I will obtain advance written approval from the appropriate campus administrator or authorized District sponsor before conducting fundraising activities on behalf of a campus, student group, team, club, or program.
- ☐ **4.** I accept responsibility for the proper collection, safeguarding, accounting, reporting, and disbursement of the organization's money and other assets.
- ☐ **5.** I will maintain the organization's funds in a separate bank account using the organization's EIN and will not commingle those funds with District, campus activity fund, personal, or family funds.
- ☐ **6.** I will maintain complete financial records and supporting documentation, including receipts, deposit records, invoices, approvals, bank statements, reconciliations, meeting minutes, budgets, and financial reports.
- ☐ **7.** I will use reasonable internal controls, including timely deposits, documented approvals, separation of financial duties when practicable, and an independent review of bank activity and reconciliations.

- ☐ **8.** I will ensure fundraising activities benefit the supported group as a whole. The organization will not maintain individual fundraising accounts, require participation in fundraising, or establish mandatory individual fundraising quotas.
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- ☐ **9.** I understand that District employees may not serve in a financial capacity for the organization, including Treasurer, fundraising chairperson, or authorized signer on the organization's bank account.
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- ☐ **10.** I will coordinate proposed donations, purchases, gifts, awards, meals, banquets, scholarships, and other benefits with the campus principal or authorized District representative before commitment or purchase, and we will comply with applicable UIL limitations.
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- ☐ **11.** I understand that all donations to the District or Campus become property of Tomball ISD to be used at the discretion of District personnel and are subject to all required procurement laws.
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- ☐ **12.** I will complete and submit required leadership, financial, audit, bylaws, and other compliance documents by the deadlines established by Tomball ISD.
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- ☐ **13.** I understand that failure to comply with District requirements, UIL guidelines, or applicable laws may result in corrective action, withdrawal of District recognition, or loss of authority to operate in support of a Tomball ISD campus or program.
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CERTIFICATION

By signing below, I certify that I have reviewed the responsibilities listed above and understand that the organization's officers are responsible for operating in compliance with Tomball ISD requirements, applicable Board policies, UIL guidelines, and state and federal requirements. I also understand that Tomball ISD may request records or other documentation to confirm compliance.

Officer Printed Name

Campus Principal/Designee Printed Name

Officer Signature

Campus Principal/Designee Signature

Date

Date