Santa Fe Independent School District

Santa Fe ISD, in partnership with our community, is an innovative district building a legacy of excellence.

Booster Club/PTO Guidelines
2026 - 2027

SANTA FE INDEPENDENT SCHOOL DISTRICT

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SANTA FE, TEXAS 77510-0370

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www.sfisd.org

Kevin Bott, Ed.D.
Superintendent of Schools

November 4, 2026

Dear Parents,

On behalf of the Santa Fe Independent School District, I want to thank you for your continuing support for SFISD students who participate in programs, teams, ensembles and performing groups. Booster Clubs are vital to the District's efforts in achieving recognized excellence.

The following general and specific guidelines are applicable to all Parent Booster Clubs. Adherence will assure that the clubs are complying with SFISD Policies, University Interscholastic League (U.I.L.) Regulations, and the laws of the State of Texas.

On behalf of the SFISD Board of Trustees and staff, we thank you for your ongoing support of our students and programs.

Sincerely,

Kevin Bott

Superintendent of Schools

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Santa Fe ISD Personnel

Dr. Kevin Bott – Superintendent of Schools	409-925-9200
Jenny Davenport – Assistant Superintendent of Human Resources	409-925-9030
Alejandro Sanchez – CFO	409-925-9029
Rachel Harris – Executive Director of Learning	409-925-9010
Nicole Sebok – High School Principal	409-925-3106
Blake Ryder – Director of Athletics	409-925-3141
Chris Wheeler – Director of Maintenance & Operations	409-925-9200
Luis Montes-Suares – Director of Transportation	409-925-3301
Cherie Bowers – Director of Nutrition Services	409-925-9071
Sarah Pfluger – Accounting Supervisor	409-925-9041
Janet Ferguson – Purchasing Specialist	409-925-9023
Gina Welsh – Executive Director of the SFTX Education Foundation	409-925-9080

Reference/Information

IRS Home Page		www.irs.gov
IRS Forms & Publications	800-829-3676	www.irs.gov/formspubs/index.html
Tax Exemption/Governmental Entities	877-829-5500	
IRS Customer Service	800-829-1040	
State Comptroller's Office	800-252-5555	www.window.state.tx.us
UIL	512-471-5883	www.uil.utexas.edu
Galveston County Health District	409-938-2411	www.gchd.org
Gallagher Insurance Company	816-877-3005	Alyssa_speiser@ajg.com

Yearly Calendar of Key Dates and Activities

August	Host Initial membership drive and first meeting of the year
October	Conduct internal or external financial review
November 15	File IRS Form 990 based on fiscal year end *(501(c)(3) only)*
December 10	Submit annual financial report to the district
Ongoing	Hold regular meetings, maintain records, and reconcile finances

Quick Start Guide

Welcome to the Santa Fe ISD PTO and Booster Club Guide! This guide provides a comprehensive overview of how to operate a Parent-Teacher Organization (PTO) or Booster Club within our district, ensuring compliance with district, state, and federal regulations.

1. Essentials for Getting Started

- **Approval Needed:** PTOs/Booster Clubs must obtain approval from the school principal before forming.
- **File for 501(c)(3) Status:** Register as a nonprofit with the IRS and apply for tax-exempt status. (not required)
- **Financial Set-Up:** Establish a bank account using an Employer Identification Number (EIN) and adopt strict financial practices.
- **Annual Reporting:** Submit financial and activity reports to maintain compliance with district policies and IRS regulations.

2. Key Roles and Contacts

- **PTO/Booster Club Leaders:** Officers, such as President, Treasurer, and Secretary, ensure smooth operations and compliance.
- **Principal/Sponsor:** The school principal and sponsor act as points of contact and approve activities.
- **District Contacts:** For questions, reach out to the Chief Financial Officer or the Accounting Supervisor.

3. Annual Financial Report Checklist

- **Financial Reporting**: Submit financial reports to the district by December 10th.
- **IRS Form 990**: File with the IRS based on your organization's gross receipts by the 15th day of the 5th month after your fiscal year ends.
- **Sales Tax Permit**: Renew or confirm if needed with the Texas Comptroller's Office.

Roles and Responsibilities

1. PTO/Booster Club Officers

- **President**: Leads meetings, oversees all activities, and ensures club operations align with district policies.

- **Treasurer**: Manages all finances, including bank accounts, budget preparation, and compliance with IRS and district financial requirements.
- **Secretary**: Keeps meeting minutes, organizes records, and communicates meeting details to members.

2. Sponsor/Liaison

- **Role**: Acts as the connection between the club and the school, providing guidance on district expectations.
- **Responsibilities**: Works with the club to align activities with school objectives. Does not hold an officer position or voting rights in the club.

3. Principal

- **Role**: Approves the formation, activities, and fundraising events of the PTO/Booster Club.
- **Responsibilities**: Ensures all club activities comply with district and school standards.

PTO/Booster Club officers are solely responsible for ensuring their organization's compliance with all state and federal regulations; SFISD and district employees do not share this obligation. If needed, PTO/Booster Clubs should obtain competent, independent counsel (Certified Public Account [CPA] or an attorney) on related accounting and tax matters at the expense of the PTO/Booster Club.

Starting a PTO/Booster Club

1. **Approval Process**
    - **Principal Approval**: Obtain the principal's approval before any formal steps. Discuss the organization's purpose and alignment with school objectives.
    - **Complete Registration**: Fill out the **PTO/Booster Club Registration & Approval Form** with a list of officers and submit it to the principal and relevant district director.
2. **Founding Steps**
    - **Form a Steering Committee**: Designate initial leaders to draft bylaws, define the club's goals, and develop a budget.
    - **Draft Bylaws**: Establish bylaws that detail officer roles, financial controls, and meeting procedures. Ensure bylaws meet 501(c)(3) requirements if applying for tax-exempt status.
    - **Incorporation and Tax-Exempt Status**: File as a nonprofit with the Texas Secretary of State and apply for an Employer Identification Number (EIN) with the IRS. For tax exemption, submit IRS Form 1023 or Form 1023-EZ.
3. **Membership and First Meeting**
    - **Organize a Membership Drive**: Invite parents and eligible community members to join.
    - **Hold an Initial Meeting**: Elect officers, approve the bylaws, and formally establish the organization.

Financial Management

1. **Banking and Account Setup**
    - **Open a Bank Account**: Use the EIN, not a personal or district number. A minimum of two signatories, ideally the Treasurer and President, is required to maintain financial security.
    - **Authorized Signers**: A district employee cannot serve as Treasurer or be a signer on the account. Ensure separation of duties to safeguard funds.
2. **Budgeting and Record-Keeping**
    - **Budget Approval**: Develop an annual budget and present it to members for approval. Any amendments during the year must be approved by the board or general membership.
    - **Monthly Reconciliation**: Reconcile bank statements monthly and keep detailed financial records. The Treasurer should review all deposits, expenditures, and transaction records.
    - **Financial Review**: Each year, conduct an internal or external review of finances. This review should involve members outside the core leadership to ensure accuracy.

- **Money Handling**: District employees must **not** handle PTO/Booster Club Money. As money is received, have two people count the money before giving it to the Treasurer for deposit. Count money received while in the presence of the person making a donation or a payment.

3. **Fundraising and Donations**
   - **Fundraiser Compliance**: All fundraising activities require principal approval. PTOs are eligible for two "one-day, tax-free" sales or auctions per year.
   - **Handling Donations**: For tax-exempt PTOs, provide written acknowledgment for donations over $250, including the club's EIN and donation details.
4. **Reporting Requirements**
   - **Annual Financial Report**: Submit a report detailing revenues and expenses to the principal and district director by December 10th.
   - **IRS Filings**: File IRS Form 990 based on gross receipts by the 15th day of the 5th month after the fiscal year ends (usually November 15 if the fiscal year aligns with the school year).

Compliance and Reporting

1. **IRS and Tax Compliance**
   - **IRS Form 990**: File the appropriate Form 990 annually (either 990-N, 990-EZ, or full 990) based on gross receipts. Filing is due by the 15th day of the 5th month after the end of your fiscal year.
   - **Texas Sales Tax**: Apply for a Texas Sales Tax Permit if selling taxable items. PTOs and Booster Clubs with tax-exempt status can apply for sales and franchise tax exemptions.
2. **District Reporting Requirements**
   - **Annual Financial Report**: Submit a financial report to the district director by **December 10th**. This report should cover all revenues, expenses, and key financial activities from the past fiscal year.
3. **Conflict of Interest Policy**
   - **Avoiding Conflicts**: Officers and members must not engage in activities that benefit them personally. The IRS prohibits practices where officers or members gain financially from the club's funds.
   - **District Employees** CANNOT be a signer and CANNOT be the Treasurer.

Event and Fundraising Guidelines

1. **Event Approvals**
   - **Principal's Approval**: All events, especially fundraisers, must be pre-approved by the principal. Discuss the purpose, timeline, and expected outcomes of the event.

- **Fundraising Activity Report**: Submit a **Fundraising Activity Report** for approval prior to hosting each event.

2. **Fundraising Compliance**
   - **One-Day, Tax-Free Sales**: Tax-exempt PTOs and Booster Clubs may hold two "one-day, tax-free" sales or auctions annually, where sales are exempt from state sales tax.
   - **Prohibited Practices**: Avoid fundraisers that require a specific amount to be raised by individuals. Also, funds raised must benefit the entire group and cannot be credited to specific individuals.
3. **Event Financial Management**
   - **Expense Authorization**: All expenditures records should be kept for all expenses and transactions made during the event.
   - Do not use cash received to pay expenses. Deposit money first and then write checks for expenses incurred. This method provides a good audit trail.

Membership and Volunteer Engagement

1. **Membership Requirements**
   - **Eligibility**: Membership is open to parents, guardians, and teachers. Only active members (those who have paid dues, if required) can vote or hold office.
   - **Volunteer Roles**: Volunteer opportunities should be made available for both members and non-members, but only members may vote or serve in officer roles.
2. **Engagement and Membership Drives**
   - **Annual Membership Drive**: Host a membership drive at the start of the school year to recruit new members. Clearly communicate the club's purpose and benefits to the school community.
   - **Recognition of Contributions**: Recognize volunteers and members for their service. Consider awarding certificates or hosting appreciation events to encourage ongoing participation.
3. **Meeting Guidelines**
   - **Regular Meetings**: Hold regular meetings throughout the year and provide ample notice to all members. Follow the organization's bylaws for meeting frequency and quorum requirements.
   - **Voting Rights**: Only dues-paying members and active officers are permitted to vote on club matters. Ensure all decisions align with the club's purpose and objectives.

Santa Fe Independent School District
PTO/Booster Club Registration & Approval Form

To: _____ **Location:** _____
(Principal's Name) (School's or Department's Name)

Name of Organization: _____

Purpose of Organization: _____

School/Student Group to be Supported: _____

Faculty Sponsor for Booster Club: _____

Current Number of Parent Supporters: _____

I agree with the following statements:

- I have read the *PTO/Booster Club/Fundraising Guidelines* and agree to abide by the information included and referenced in the guidelines.
- I understand that noncompliance with any district policy or criteria may result in the suspension or disbandment of the PTO/booster club.
- I have included a current list of officers or representatives with names, titles, mailing addresses, phone numbers, and e-mail addresses with this registration form.

Submitted by:

(President/Representative #1)	Date	(Vice-President/Representative #2)	Date
(Treasurer/Representative #3)	Date	(Faculty Sponsor)	Date

Approved/Denied by:

PTO/Booster Club Approved ☐ PTO/Booster Club Denied ☐

(Principal's Name)	(Principal's Signature)	Date

Original: PTO/booster club **Copy:** Principal, CFO, Accounting Supervisor, and sponsor

Booster Club Contact Information

Booster Club: _____

School Year: _____

Title	**Name**	**Email**	**Phone #**
President:			
Vice President:			
Secretary:			
Treasurer:			

Fundraising Activity Report

Permission Request

Instructions: (Completion of all fields REQUIRED)

1. **The Permission Request must be completed and submitted to the principal or designee for approval prior to the fundraiser taking place.** *Booster clubs must obtain sponsor acknowledgement prior to submitting the Permission Request to the principal or designee. The Principal will return the form to the individual requesting permission.
2. **The Operating Report shall be prepared promptly upon completion of the fundraising activity**. A copy of the form should be retained by the organization sponsor and the original should be turned into the campus secretary no later than one week subsequent to the projected end date of the fundraiser as stated on the Permission Request. This report should be provided to the organization's Treasurer and President for review and approval. The organization is responsible for handling the money received and the related expenditures as well as keeping the fundraiser records as required for record retention.

Campus: _____ Date: _____

Organization: _____ Sponsor: _____

Description of the Fundraiser: _____

_____

Fundraiser Start Date: _____ Fundraiser End Date: _____

Due Date for Operating Report (1 week after the Fundraiser End Date): _____

With this Permission Report, submit details of the fundraiser to be held such as the brochure, flyer, t-shirt or product design, and any other pertinent information.

As the sponsor of this fundraiser,

I agree to conduct this fundraiser in compliance with district policies.
I understand that I am personally responsible for all funds collected and for keeping accurate records.
I will exercise strict control over all products in my possession.
I am responsible for completing the Operating Report for this fundraiser and will turn in all records to the campus secretary within one week of the projected end date of the fundraiser.

_____	_____	_____
Name of Sponsor/Person Requesting Permission	Signature	Date
_____	_____	_____
Sponsor Acknowledgement	Signature	Date

APPROVED

DENIED

_____ _____
Principal **Date**

Fundraising Activity Report

Operating Report

Organization: _____ Fundraiser:_____

Actual Cost: _____ Selling Price: _____

Total Amount Received from Fundraiser:	
Less Cost of Fundraiser:	
Profit/Loss:	

_____ _____

Sponsor/Person Responsible for Fundraiser Date

Submit the Operating Report to the campus secretary no later than one week subsequent to the projected end date of the fundraiser.

Non-Approved Fundraising Activities

- **Gambling games, such as bingo, are not allowed** unless the organization has met all legal requirements and has obtained a license through the Texas Lottery Commission.

- Any service, product, activity or program deemed inappropriate by the SFISD administration.

- Raffles. According to Occupations Code, Title 13, Subtitle A, Chapter 2002, Subchapter A, The definition of a raffle is "the award of one or more prizes by **chance** at a single occasion among a single pool or group of persons who have **paid or promised a thing of value** for a ticket that represents **a chance to win a prize.**"

- **Schools are not allowed, by state law, to hold raffles.**

- A nonprofit organization that has existed for at least three preceding years and is exempt from federal income tax under Section 501(c), does not distribute any of its income to its members, officers or governing body; does not devote a substantial part of its activities to attempting to influence legislation; and does not participate in any political campaign; may hold a raffle.

- A qualified organization may hold only four raffles per calendar year and only one raffle at a time.

- Each raffle ticket must state the name of the organization conducting the raffle, the address of the organization, the ticket price, a general description of each prize and the date on which the raffle prize(s) will be awarded. **Cash is not an allowable prize.**

- Raffle tickets **may not** be sold on any SFISD campus or facility.

Fundraising Restrictions

Santa Fe ISD is considered a charitable organization. The following are Internal Revenue Service (IRS) restrictions placed on tax-exempt organizations (i.e. district, PTOs, and Booster Clubs) that **must be followed**:

A. **As a tax-exempt organization, the district must benefit a campus/organization as a whole instead of benefiting individual members of a campus/organization**. All members of the campus/organization are to be treated equally and receive the same opportunity to benefit from a fundraiser. Therefore, one student cannot receive a greater benefit than another unless the criteria for financial need discussed below is met.

   In some instances, individuals may not be able to afford to pay the amount owed to participate in a particular event. The IRS has indicated that a campus/organization may establish criteria that could be used to determine if an individual is in financial need. If the criteria are met, the campus/organization could provide the necessary funds to allow the individual to participate. One criterion could be whether the student is on the free/reduced lunch program. The criteria should be established in writing prior to a particular situation arising. In addition, the criteria should be used consistently for all individuals, and the criteria should not change every year.

B. **As a tax-exempt organization, the district campuses/organizations cannot require a person to participate in fundraising activities.** A campus/organization cannot require its members or the students to participate in a fundraiser. Furthermore, students who do not participate in fundraising activities would receive the same opportunity to benefit as those students who participated.

C. **As a tax-exempt organization, the district campuses/organizations cannot require that a certain amount be raised or sold per person**. For example, a campus/organization cannot require that each member or student sell $20 worth of candy or sell 10 candy bars in a fundraiser

The following is an example of the above concepts:

Science Club is having a fundraiser to help reduce the cost of a special field trip. The cost of the field trip is $5,000 for 100 people. Therefore, each person's cost for the trip before the fundraiser is $50.

Of the 100 people participating in the trip, only 50 people participate in the fundraiser and raise a total of $1,500.

The $1,500 must be split equally amount the 100 people going on the trip; even though only 50 people participated in the fundraiser. Therefore, each person receives a benefit of $15 ($1,500/100). Now, each person's cost for the trip is $35 ($50-$15).

Annual Financial Report Checklist

The following checklist serves as a guide to help ensure that your PTO/Booster Club has complied with the District's Board Policies and Guidelines along with federal and state regulations governing PTOs/Booster Clubs. This checklist should be completed annually and also if the treasurer changes during the year.

Booster Clubs and PTO's should send the following information to the district business office by **December 10th** following the end of the previous school year (July - June).

- ☐ PTO/Booster Club Registration & Approval Form
- ☐ Booster Club Contact List
- ☐ Financial Certification
- ☐ Audit Report from internal annual audit
- ☐ 501 (c)(3) Determination Letter (if applicable)
- ☐ Copy of current By-Laws
- ☐ Copy of Form 990n
- ☐ Sales and Use Tax Permit
- ☐ Booster Club Tax Return
- ☐ Meeting Minutes (July 2025 - June 2026)
- ☐ Yearly Bank Statements (July 2025 - June 2026)
- ☐ Liability Insurance Booster Club Premium purchased by Santa Fe ISD: $44.17

Sales Tax

Sales Tax Permit – Allows an organization to sell taxable items in Texas

- Not required if only selling non-taxable items.
- Not required if your organization is entitled to two one-day, tax-free sales days and are only selling taxable items during these two days.

Apply on-line for a sales tax permit at:

- https://comptroller.texas.gov/taxes/permit

Must submit Texas Sales Tax Report whether tax is due or not.

Sales and Use Tax Exemption – To apply for Texas Sales and Use Tax and Franchise Tax Exemptions:

- **PTOs** should use application AP-207 **prior** to receiving your federal exempt status from the IRS.
- **Booster Clubs** must receive their IRS tax-exempt status as a 501(c)(3) organization **before** they can apply for this exemption. Booster Clubs should complete application AP-204.
    - Allows approved organizations an exemption from sales tax when purchasing items to further the organization's exempt purpose.
    - Allows two "One-Day Tax-Free" Sales Days per calendar year.
    - "One-Day" is 24 consecutive hours.

Non-Qualifying Fundraisers:

- When a PTO/Booster Club raises funds by acting as an "agent" for a for-profit vendor, the parent organization is not responsible for reporting and remitting sales and use tax.
- The parent organization cannot use a "One-Day Tax-Free" sales day.
- Sales tax must be collected.
- The vendor is responsible for remitting the sales tax to the Texas Comptroller of Public Accounts (TCPA).
- Examples: Catalog Sales, Book Fair, Candle Sales, Holiday Shop

Check Your Status

- Look up the status of your organization to determine if you have a Sales Tax Permit, Sales & Use Tax Exemption and Franchise Exemption.
- Look up by name, EIN, or taxpayer number.
    - https://comptroller.texas.gov
    - Sales Taxpayer Search (Sales Tax Permit)
    - Tax-Exempt Entity Search (Sales and Use and Franchise Exemptions)

Public 501(c)(3) Tax Exempt Status

I. Benefits/Restrictions of a Public 501(c)(3) Tax Exempt Organization

The IRS Tax Code provides for special treatment of certain organizations identified as "tax-exempt." Some benefits to becoming tax-exempt as a public 501(c)(3) organization include:

A. Taxes are not paid to the IRS for revenues raised, and

B. Contributions to certain tax-exempt organizations [501(c)(3)] are tax-deductible by the contributor.

However, the following restrictions placed on tax-exempt organizations that PTOs/booster clubs **must** follow to receive tax-exempt status and to retain that status:

A. The PTO/booster club must benefit a campus/organization as a whole instead of benefiting individual members of a campus/organization.

In some instances, individuals may not be able to afford to pay the amount owed to participate in a particular event. The IRS has indicated that an organization may establish criteria that could be used to determine if an individual is in financial need. If the criteria are met, the organization could provide the necessary funds to allow the individual to participate. One criterion could be whether the student is on the free/reduced lunch program. The criteria should be established in writing prior to a particular situation arising. In addition, the criteria should be used consistently for all individuals, and the criteria should not change every year.

B. The PTO/booster club cannot use individual accounts. "Individual accounts" are used by an organization to record a credit to *an individual* (participant) based on revenues raised. The organization would offset *that individual's expenses* with the amount credited to *that individual* from the revenues raised.

C. The PTO/booster club cannot require a person to participate in fundraising activities.

D. The PTO/booster club cannot require that a certain amount be raised or sold per person.

II. Applying for Public 501(c)(3) Tax-Exempt Status

Tax Exempt status is not automatic once an EIN has been issued; organizations **must** apply for tax-exempt status. According to the IRS, an organization is either a taxable organization or a tax-exempt organization.

A 501(c)(3) status allows any donations to be deductible on the contributor's tax return. The PTO/booster club officers should take the necessary steps to ensure they follow the regulations regarding that type of entity.

To apply for 501(c)(3) status, the forms required, the user fee, the filing deadline, and the processing procedures as discussed below.

As of January 31, 2020, the IRS requires that Form 1023 applications for recognition be submitted electronically online at Pay.gov. Payments can be made directly from your bank account or by credit or debit card.

III. Form 1023-EZ

Small organizations may file form 1023-EZ, *Streamlined Applications for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code*, instead of Form 1023, and pay the required user fee.

To submit Form 1023-EZ, you must:

A. Read the Instructions for Form 1023-EZ and complete its Eligibility Worksheet found at the end of the instructions.
B. If eligible to file Form 1023-EZ, register for an account on Pay.gov.
C. Enter "1023-EZ" in the search box and select Form Number: 1023-EZ Payment Form.
D. Complete the form and pay the user fee of $275.

IV. Form 1023

If your organization answered "Yes" to any of the Eligibility Worksheet questions mentioned above, your organization is not eligible to apply for exemption using Form 1023-EZ. Your organization must file Form 1023, *Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.*

To submit Form 1023, you must

A. Register for an account on Pay.gov.
B. Enter "1023" in the search box and select Form Number: 1023.
C. Complete the form and pay the user fee of $600.

V. Fiscal Year-End

When completing the IRS Form 1023, PTOs/booster clubs will establish their fiscal year-end *(also known as the accounting period year-end or official year-end)*. Once the date is established, the IRS does not easily allow an organization to change it. Changes are usually only allowed for extreme circumstances.

The date established will determine when the PTO/booster club has to file their informational return (Form 990) to the IRS. The return is due 4 ½ months after the end of a fiscal year *(the 15th date of the 5th month after the organization's accounting period ends)*.

When considering a fiscal year-end date, align your year-end with the school's year-end date of June 30. This way, financial activity of the club can relate easily to a given school year.

Second, the current officers can prepare the annual Financial Report and have it audited before the new school year begins. Third, PTOs/booster club Form 990 would not be due to the IRS until November 15; therefore, the new officers would have time to prepare it after beginning the new school year.

VI. IRS Approval Process

The IRS approval process for tax-exempt status usually takes several months. They will send the organization an Acknowledgement of Your Request letter that indicates your application and fee were received and being processed.

Upon approval by the IRS of the tax-exempt status, the organization will receive a Determination Letter stating that the organization is considered to be tax-exempt as of a certain date. Only then can the organization represent itself as a federally tax-exempt organization. **Send a copy of the Determination Letter to the district's Business Department when received**.

Likewise, donations to the organization are only deductible on the contributor's tax return as of the effective date on the Determination Letter received by the PTO/booster club granting 501(c)(3) tax-exempt status and within set guidelines that apply to 501(c)(3) organizations.

If the IRS does not grant tax-exempt status, the organization will receive a Letter of Denial stating the organization is not considered tax-exempt.

If a PTO/booster club has not receives their IRS tax exemption, the organization must clearly state in all advertisements that donations to the organization are "not tax-deductible" so that a contributor is not misled and does not incur penalties levied by the IRS for taking the deduction erroneously.

Here are the Top ten tips to shorten the tax-exempt application process.

XYZ SCHOOL PARENT ORGANIZATION, INC.
BYLAWS OF CORPORATION

ARTICLE I – NAME

1.1 **Name.** The name of this corporation is XYZ SCHOOL PARENT ORGANIZATION, INC. ("Corporation").

ARTICLE II – PURPOSE

2.1 **Purposes.** The Corporation is a nonprofit corporation organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future federal tax code.

The purpose of this Corporation is to assist the directors of the XYZ School Parent Organization in providing financial support to XYZ School/student activity at XYZ School. It shall provide financial support to the school as deemed necessary by the PTO/booster club and provide assistance for student and staff activities.

ARTICLE III

3.1 **Principal Office.** The place in this state where the principal office of the Corporation is to be located is the City of Houston, Harris County, Texas.

3.2 **Registered Office and Registered Agent**. The name of the initial registered agent at the office is Mark White (School Principal). The street address of the Corporation's initial registered office is 4548 XYZ Street, Houston, Harris County, Texas.

The Corporation shall have and contiguously maintain in the State of Texas a registered agent whose office is identical with such registered office, as required by the Texas Business Organizations Code. The registered office may be, but need not be identical with the principal office of the Corporation, and the address of the registered office may be changed from time to time by the Board of Directors.

Sample

ARTICLE IV

4.1 **Administration**. The Purposes of the Corporation shall be carried out through conferences, committees and projects. The Corporation shall not seek to direct the administrative activities of the school or to control their policies.

4.2 **Non-Commercial.** The Corporation shall be non-commercial, non-sectarian and nonpartisan. No commercial enterprise or any candidates shall be endorsed by it. The name of the Corporation or its officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular work of the Corporation.

ARTICLE V – MEMBERSHIP

5.1 **Membership.** The Corporation will have no members. The Corporation may, nevertheless, use the term "Members" to designate those persons having such privileges and status as the Board of Directors may determine.

Membership becomes automatic upon payment of dues. The $20 membership dues are payable at the beginning of each school year. However, to have voting rights in the Corporation, the parent must have a student that is currently active in the program. Anyone else may be a member, but only as a volunteer without voting rights.

ARTICLE VI

6.1 **General Powers.** The affairs of the Corporation shall be managed by its Board of Directors.

6.2 **Number and Qualifications.** The Board of Directors shall consist of the individuals who hold the offices of President, Vice President, Treasurer and Secretary of the Corporation. The initial Members of the Board of Directors are as follows:

NAME	OFFICE	ADDRESS
Joe Smith	President	222 Some Road, Houston, TX 77777
Jane Doe	Vice President	724 Aroad Avenue, Houston, TX 77777
John Black	Treasurer	345 Another Avenue, Houston, TX 77777
Mary Smithe	Secretary	889 Deadend Road, Houston, TX 77777

The number of directors may be increased or decreased by amending the Bylaws. The number of directors may not be decreased to fewer than three. Of the three, there must be a President, Treasurer, and Secretary, who cannot be the same person.

6.3 **Duties.** The duties of the Board of Directors shall be to transact necessary business with integrity and in an ethical manner.

6.4 **Meetings.** Regular meetings of the Corporation shall be held monthly in a designated location as deemed by the Board of Directors. Notices of such meetings shall be e-mailed or mailed to all members at their addresses as they appear in the membership roll book at least five (5) days before the scheduled date. Proxies are not allowed.

6.5 **Quorum.** A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the directors are present at the meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

6.6 **Manner of Acting.** The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these bylaws.

6.7 **Resolutions.** No resolutions may be adopted except by the Board of Directors.

Sample

6.8 **Informal Action by Directors.** Any action required by law to be taken at a meeting of the Board of Directors, or any action which may be taken at a meeting of the Board of Directors, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the directors.

6.9 **Dissolution.** Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

6.10 **Restrictions & Requirements.** No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Two hereof. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code. The Corporation may not take any action prohibited by the Texas Business Organizations Code.

ARTICLE VII – OFFICERS

7.1 **Officers.** The officers of the Corporation shall be a President, Vice President, Secretary and Treasurer. The Corporation must have a President, Treasurer, and Secretary. One person cannot serve in more than one position. No spouses or family members can hold the position of President and Treasurer at one time. Officers shall take office at the first regular meeting and serve for a term of one year or until their successors are installed. The term of office for the Treasurer should be limited to two (2) years. If a qualified, active PTO member does not volunteer to fill a Treasurer opening after the seated Treasurer has served two terms, the Corporation may vote to extend the position to a third term if the seated Treasurer can demonstrate completion of duties, including timely submission of all required information to the Principal/Sponsor, IRS and Texas Comptroller. All records and information shall be provided to the new officers at the beginning of their term.

7.2 **Designation of Officers.** The officers of the Corporation shall be elected annually at the last regular meeting of the school year. Each officer shall hold office until his successor shall have been duly elected and shall have been qualified, or until his death, or until he shall resign or shall have been removed in the manner hereinafter provided.

7.3 **Vacancies.** Vacancies occurring during the term of office shall be filled by the Board of Directors.

7.4 **Removal from Office.** If an officer is not fulfilling the duties or is violating school or PTO/Booster Club Policy, they may be removed from office. The Principal and/or the Board of Directors may approve the removal of an officer.

Sample

7.5 **Compensation.** All officers are volunteers, and none are paid any compensation for services performed.

ARTICLE VIII – DUTIES OF OFFICERS

8.1 **President.** The President shall be the principal executive officer of the Corporation and shall in general supervise and control all of the business and affairs of the Corporation. He or she shall preside at all meetings of the Corporation, the Board of Directors, and shall be ex-officio member of all committees. He or she may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, any contracts or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws or by statute to some other officer or agent of the Corporation; and in general he or she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

8.2 **Vice President.** In the absence of the President or in the event of his or her inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President.

8.3 **Treasurer.** The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Corporation; deposit all such moneys in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected in accordance with these bylaws; and in general perform all the duties incident to the office of Treasurera nd such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors. The Treasurer shall present a statement of account at every meeting of the Corporation and at other times when requested by the Board of Directors and shall make a report at the Spring and Fall meetings. The Treasurer's books shall be subject to audit annually by a committee of three members appointed by the President at the spring meeting. The Treasurer's books shall be closed by July 31 of the fiscal year (end of the fiscal year).

8.4 **Secretary.** The Secretary shall keep the minutes of the meetings of the members of the Board of Directors in one or more books provided for that purpose; give all notices in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records; keep a register of the address of each member which shall be furnished to the Secretary by each member; and, in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

ARTICLE IX – COMMITTEES

9.1 **Executive Committee.** The Executive Committee shall consist of the officers of the PTO/Booster Club. Its duties shall be to transact necessary business between club meetings and such other business as may be referred to it by the Corporation; to approve the plans of work of the standing committee chairpersons; and to present reports at the regular meetings. Special meetings of the Executive Committee may be called by the President or by a majority of the committee's members.

9.2 **Standing Committees.** There shall be such standing committees created by the Executive Committee as may be required to promote the objectives and purposes of the Corporation. The chairpersons of the standing committees shall be appointed or selected by the newly elected Executive Board. Their term of office shall be for one year.

The PTO's/booster club's current standing committees are: fine arts, fundraising, webmaster, and field day.

Sample

ARTICLE X –FINANCIAL INFORMATION

10.1 **Budget.** A budget shall be prepared at the beginning of each fiscal year and approved at a general membership meeting. Any amendments to the budget shall be approved by the Board of Directors.

10.2 **Checks and Drafts.** All checks, drafts, or orders for the payment of money, notes- or other evidences of indebtedness issued in the name of the Corporation shall be signed by the Board President and Treasurer. The Corporation should have one back-up signer in the event one of the regular signers is not available.

10.3 **Deposits.** All funds of the Corporation shall be deposited in a timely manner to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

10.4 **Books and Records.** The Corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any of the authority of the Board of Directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Corporation may be inspected by any member or his or her agent or attorney for any proper purpose at any reasonable time. All books and records must be provided to the succeeding members at the time of their election.

10.5 **Fiscal Year.** The fiscal year of the Corporation shall begin on the first day of July and end on the last day in June.

10.6 **Annual Returns.** The Corporation shall submit an annual return to the IRS (990, 990-N, 990-EZ.)

10.7 **Sales Tax Report.** The Corporati annual sales tax report to the Texas Comptroller's Office. rp

10.8 **Financial Report.** The Co oration s all su mit an Annual Financial Report to the Principal, the Sponsor, and to the Director of General Administration (Booster Clubs) or to the Principal and the Director for Community Engagement (PTOs) by September 15 of each year.

10.9 **Fundraising.** All fundraisers require the approval of the Principal/Sponsor. The Permission Request of the Fundraising Activity Report shall be submitted to the Principal or designee for approval prior to the event taking place.

ARTICLE XI – MISCELLANEOUS

11.1 **Conflict of Interest Policy.** The Board of Directors shall avoid any conflict between their personal interests and the interest of the Corporation. The Board of Directors shall avoid actual conflicts of interest and the appearance of conflicts of interest. The Board of Directors shall perform the day-to-day duties with integrity and in an ethical manner.

11.2 **Contracts.** The Board of Directors may authorize any officer or officers, agent or agents of the Corporation, in addition to the officers so authorized by these bylaws, to enter into contract or execute and deliver any instrument in name of and on behalf of the Corporation. Such authority may be general or confined to specific instances. All expenditures must be approved by the Board of Directors before they are made.

11.3 **Donations.** The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation.

Sample

ARTICLE XII – SPECIAL PROVISIONS

12.1 **Funds.** At the close of the fiscal year, the Corporation shall remit $2,500 for the succeeding PTO/Booster Club.

ARTICLE XIII – AMENDMENTS

13.1 **Amendments.** These bylaws may be amended at any regular or special meeting of the Board of Directors by a two-thirds vote of the members present and voting, following notices of the proposed amendment at a previous regular or special meeting of the Board of Directors.

ARTICLE XIV – RULES OF ORDER

14.1 **Rules of Order.** Except as provided in these bylaws, the rules contained in Roberts Rules of Order Newly Revised shall govern the Corporation's operation.

ADOPTION OF BYLAWS

The undersigned a majority of whom are citizens of the United States and over the age of 18; desiring to form a Non-Profit Corporation under the Texas Business Organizations Code, do hereby approve to adopt the above stated bylaws of XYZ School Parent Organization, Inc., this day and year shown below.

Dated: _____/_____/_____ _____
Joe Smith, President

Dated: _____/_____/_____ _____
Jane Doe, Vice President

Dated: _____/_____/_____ _____
John Black, Treasurer

Dated: _____/_____/_____ _____
Mary Smithe, Secretary

Sample

BOOSTER CLUB
FINANCIAL CERTIFICATION

To the best of my knowledge, _____
(Name of Organization)

The total gross receipts (income) and balance to be carried forward (bank cash balance) each:

_____do not exceed $50,000.00

_____ do exceed $50,000.00
(Note: if your gross receipts are greater than $50,000 annually, you must submit a copy of IRS Form 990 or 990 EZ that was filed with the IRS)

For the fiscal year ending_____.

_____	_____	_____
Organization Officer	Title	Date
_____	_____	_____
Organization Officer	Title	Date

Santa Fe High School Booster Club
SAMPLE AUDIT REPORT
FOR THE TIME PERIOD
July 1, 2025 through June 30, 2026

The data contained in the financial documents submitted for the time period of J uly 1, 2025 through June 30 , 2026 have been audited in detail by Internal Audit Committee.

The audit revealed the following exceptions:

No records submitted showing that monthly bank reconciliations had been completed.

No supporting documentation available for at least 10 checks.

No supporting documentation available for receipts to trace deposits recorded.

No supporting documentation available to confirm that change fund withdrawals were re-deposited.

Only one (1) authorized signature appeared on at least 9 checks written, instead of the two (2) required authorized signatures.

Missing supporting meeting minutes showing approval that the expenditures were approved by the club membership.

To prevent the above exceptions from occurring in the future, the following steps should be taken:

All bank accounts should be reconciled on a monthly basis.

Documentation of all expenses, such as an invoice, should be received prior to payment of the expenses. Documentation should be kept with the other Booster Club financial records.

Documentation of all deposits should be kept with the deposit ticket.
Example: name of fundraiser/event money was collected for, person collecting money signed receipt when turned over to treasurer for deposit, documentation for any withdrawal for change fund showing that it was re-deposited.

All checks issued should be signed by a least two authorized persons.

Attach meeting minutes to expenditure documentation showing approval from club membership.

Printed Name	Title	Signature	Date

Sample