

Table of Contents

Letter from the Superintendent	3
Booster Club/Parent Organization Checklist	5
Do I Really Want a Booster Club?	13
• Questions to Answers Before You Commit	14
• Booster Club/Parent Organization Registration and Approval Form	16
Following PISD Policies and Regulations	19
• Authoritative Guidelines Overview	20
• District Board Policy GE (Local) – Relations with Parent Organizations	21
• District Board Policy CDC (Local) – Other Revenues-Grants from Private Sources	26
• District Board Policy FJ (Local) – Gifts and Solicitations	27
• District Board Policy CFD (Local) – Accounting-Activity Funds Management	28
• District Board Policy GKG (Legal) – Community Relations-School Volunteer Program	29
• District Board Policy CPAB (Legal) – Office Communications-Mail and Delivery	33
University Interscholastic League (UIL)	35
• UIL Overview	36
• UIL Booster Club Guidelines	37
Definition of Officer’s & Committees	41
• Definition of Officers	42
• Definition of Committees	43
• Executive Committee Financial Checklist	45
Creating Your Own Identity and more rules to follow...	47
• State and Federal Regulatory Summary	48
• Creating Your Own Identity Overview	49
• Top Ten Reasons for Delays in Processing Exempt Organization Applications	51
• Articles of Association	53
• Articles of Incorporation	55
• By-laws of an Association	58
• By-laws of a Corporation	63
• Conflict of Interest Policy	68
• State Regulatory Information	71
• Federal Regulatory Information	77
Frequently Asked Questions	85
• Nonprofit Organization	86
• Texas Franchise Tax	92
• Texas Sales Tax	97
• IRS Stay Exempt	106

Taking Care of Business	113
• Taking Care of Business Overview	114
• Booster Club/Parent Organization Information Sheet	115
• Booster Club/Parent Organization Tax Exempt Status	116
• Financial Report Information & Formats	117
• Review Committee Report Information & Formats	121
• Day-to-Day Responsibilities	127
Forms Available to Use	141
• Notice to the Bank of Changes in Authorized Account Signers	142
• Notice to the IRS of Changes in Officers/Board Members	143
• Notice to the Texas State Comptroller of Changes in Officers/Board Members	144
• Fund-Raising Permission Request for Parent Organizations	145
• Exempt Organizations: Sales & Purchases	146
• IRS Form 8822 – Change of Address	154
• Texas Application for Sales Tax Permit	156
Square Meals	161
• Texas Public School Nutrition Policy at a Glance	162
• Non-Food Ways to Raise Funds and Reward a Job Well Done	166
IRS Glossary	171
District Contact List	179