

Sample School District Letter to Applicants

(District Letterhead)

MEMO

To: All Booster Auxiliary Organizations Supporting Sample School District Schools

From: Sam Smith, Superintendent of Schools
John Money, Fiscal Services

Subject: Booster Auxiliary Organization Requirements

Thank you for applying to operate a booster auxiliary organization supporting Sample School District schools and for making a difference in the lives and education of our students.

We are providing you this memo to help you with your application. All booster auxiliary organizations are considered separate organizations from the Sample School District. Before operating on any school site, the district requires the following items from each booster auxiliary organization:

| Required Document | Comment |
|--|--|
| Booster auxiliary organization name | Define which school and sport or activity the group is supporting. |
| Booster club officers and contact information | List officers' titles, phone numbers, and email addresses. |
| Employer/Tax Identification Number (TIN) of the booster auxiliary organization Note: The district's TIN is not available for use; the booster auxiliary organization must have its own TIN. | This is required to open a bank account and for many other functions. If you used an individual's social security number, please indicate this. See Form SS-4 at www.irs.gov . |
| Proof of tax-exempt status under Internal Revenue Code Section 501(c)(3) (if applicable) To apply for exempt status, you may review Form 1023 and the instructions for filing at www.irs.gov | You will need this if your booster will normally have gross receipts of \$5,000 or more in a year OR if you wish to receive a determination letter that recognizes 501(c)(3) status and specifies that contributions to the organization are tax-deductible. |
| Meeting dates – calendar | For board meetings, committee meetings, etc. |
| A copy of the booster club current charter and bylaws | Provide the most recent information. |

Note: These required documents are subject to change at any time without notice.

For help, you may refer to the guidelines for booster auxiliary organizations as outlined in the *Associated Student Body Accounting Manual, Fraud Prevention Guide and Desk Reference* published by FCMAT and available at www.fcmat.org. The FCMAT desk reference includes guidelines regarding the organization of booster auxiliary organizations, financial guidelines, solicitation regulations, school interaction, and many other procedures and functions.

If you have any questions regarding this memorandum, please contact your principal/school administrator.

Sincerely

Sam Smith
Superintendent of Schools