

Booster Club Approval Form

School Name: _____ School Year: _____

Booster Club: _____ President: _____

Tax I.D. (EIN): _____ UBI: _____

Required Booster Club Documents:

- ☐ Current organizational by-laws
- ☐ Current list of officers
- ☐ Annual renewal of Secretary of State registration
- ☐ Article of incorporation with Secretary of State stamp
- ☐ IRS Tax Identification # (EIN)
- ☐ Recent copies of income tax report (IRS Form 990)
- ☐ Business license with Washington State UBI # (if retail sales are held)
- ☐ Certificate of Insurance
- ☐ List of Bank accounts
- ☐ Current list of bank authorized signers
- ☐ Agree to follow School Board policies, regulations, and district procedures.
- ☐ Food Worker Card (if food is sold)
- ☐ Inventory of equipment on premises
- ☐ Written agreement stating what the District will receive in exchange for any fundraising activities the boosters are conducting. (i.e. Concessionaire Agreement)
- ☐ Facility Use Agreement for any District space being used, e.g. concession stand, office space, etc.

If the club is raising over \$25,000 per year these additional documents are required:

- ☐ IRS Tax exempt request letter and/or tax determination letter

Approved: ☐ **Denied:** ☐

Principal Name: _____

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

Reason: _____
