



APPENDIX G

List of District Required Documents and Forms

Please submit the following information to the campus principal by **October 5th of each school year** as noted:

1. Annual Organization Information Form (Appendix C).
2. A copy of the organization's current bylaws.
3. Confirmation of Financial Information/Financial Statements as of June 30th (Appendix E).
4. Signed acknowledgement of review of Booster/Parent Organization Guidelines by Organization's President (Appendix F).
5. A copy of the organization's most recent tax return (990N, 990EZ, 990).
6. A copy of the organization's current liability insurance policy

Please submit the following information to the campus principal **by date noted**:

7. Fundraising Approval Form at least 30 days prior to fundraiser (Appendix D).

Please submit the following one time information by October 5th **if you have not already done so** in prior years and nothing has changed:

8. A copy of the organization's IRS determination letter. Or if not currently a 501(c)(3), a copy of the organization's 501(c)(3) filed application.
9. A copy of the organization's Letter of Sale Tax Exemption from the Texas Comptroller, if applicable.
10. A copy of the organization's Sales Tax Permit.