

## Questions to Answer Before You Commit

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Parent Organizations/Booster Clubs provide an important support function to student groups; however, they also require a strong commitment from members to work properly. Therefore, deciding whether or not to form a Parent Organization/Booster Club is a difficult decision that requires careful consideration of the pros and cons of formation. Interested parents should discuss these issues with each other as well as the Sponsor of the student group and the School Principal or Administrator. **The appropriate School Principal must approve, in writing, the formation of a Parent Organization/Booster Club before the Club takes any further action to create a unique identity.**

It is important to remember that parents do not have to form a Parent Organization/Booster Club to support a student group. Parents may still support a student group as parents through fundraisers and other activities in which the students are involved if the student group has a Student (agency) Activity Fund set up through the District. All money generated would be considered the student group's money and would benefit only that group of students. In addition, the District would be responsible for all of the accounting and legal responsibilities of the Student Activity Fund.

The following are some questions to consider when deciding whether or not to form a Parent Organization/Booster Club:

1. Why do I want a Parent Organization/Booster Club?
2. What can a Parent Organization/Booster Club accomplish that cannot be achieved through the use of a Student Activity Fund?
3. Do I have time to commit to a Parent Organization/Booster Club?
4. Are there enough parents with time to commit to a Parent Organization/Booster Club?
5. Am I willing to perform the necessary research, training, and paperwork to be in compliance with all District, UIL, state, and federal regulations?
6. Have I read or will I read the rest of this handbook to discover my responsibilities once a Parent Organization/Booster Club is formed?
7. Have I spoken with other similar Parent Organizations/Booster Clubs to determine what benefits/problems they have experienced?
8. Have I spoken with the Sponsor or Principal to obtain support for the formation of a Parent Organization/Booster Club?

Once you have decided to form a Parent Organization/Booster Club,

1. You must then obtain the written approval of the School Principal or Administrator before proceeding with any other steps to create your identity as a Parent Organization/Booster Club. (*See Parent Organization/Booster Club Registration & Approval Form in this section.*)
2. Send a copy of the written approval to Internal Audit to notify us of the new Parent Organization/Booster Club.
3. Establish the Parent Organization's/Booster Club's mailing address. (You will have to list an official mailing address on several state and federal forms when creating your identity as a Parent Organization/Booster Club; therefore, it is better to get this step done first.) The IRS and the Texas State Comptroller's Office recommend that each Parent Organization/Booster Club obtain a post office box (PO Box) or private mailing box (PMB) to use as the official mailing address of the Parent Organization/Booster Club. The address and box keys can be given easily to the new officers at the beginning of each new year.

Please understand the importance of maintaining a consistent mailing address for the Parent Organization/Booster Club. First, you will save time since you will not have to update your address each year to the District, the Texas Secretary of State, the Texas State Comptroller's Office, the IRS, and your bank as you would if you used someone's home address.

Second, Parent Organizations/Booster Clubs receive several important documents from these agencies throughout the year, and if the address changes frequently, some of these documents could be lost or misplaced. If the related school's address is used as the Parent Organization's/Booster Club's official address, the Parent Organization/Booster Club should be aware that it may not receive mail in a timely manner when the school is closed (i.e., summer vacation and some holidays). The IRS mails forms and other correspondence to Parent Organizations/Booster Clubs periodically. If these forms are not completed and returned to the IRS within a specific time period, a Parent Organization/Booster Club could lose their tax-exempt status, thereby also losing their limited tax-exemption with the State of Texas and possibly face fines and penalties.

**The District does not allow campus mailing address to be used by the Parent Organization/Booster Club.**

4. Begin the process of creating your own identity with the State of Texas and the Internal Revenue Service.