



# 10 Steps to Start a Booster Club



**Get the OK from your Principal** – Complete the Booster Club Registration & Approval forms and email to the internal auditor: [serenity.lemond@fortbendis.com](mailto:serenity.lemond@fortbendis.com).



**Elect officers** – A minimum of three officers are required (usually President, Treasurer and Secretary). Exceptions should be emailed to the Auditor.



**Draft bylaws** – Bylaws serve as your operating guide for nearly every booster club situation. A sample is provided on the Parent Organizations web page.



**Apply for an EIN** – Applications for Employee Identification Numbers are handled online. You will receive your EIN electronically in 5 minutes.



**Email a copy of your EIN, list of officers, certificate of insurance and signed bylaws to the Auditor:** [serenity.lemond@fortbendis.com](mailto:serenity.lemond@fortbendis.com).



**Open a bank account-** Bylaws and first meeting's minutes are required to open an account. Ask for a booster club account not a business account.



**Apply for 501(c)-3 federal tax exempt status from the IRS.**– Complete IRS Form 1023 (Application for Recognition of Exemption) and the Form 8718 (User Fee for Tax-exempt Organization Determination Letter Request). Submit these forms and the applicable fee to the IRS.



**Apply for state exemption from Texas sales, excise, and use taxes and franchise taxes with the Texas State Comptrollers Office.**– You will receive a letter in 3-4 weeks. Please retain for your records.



**File for a Sales Tax Permit** – If you plan to host more than two taxable fundraisers per year, apply for a Sales Tax Permit online <https://comptroller.texas.gov/taxes/permit/>. Do not apply if you will not host more than two taxable fundraisers.



**File taxes on time!**  
FEDERAL taxes = filed 1x per year with the IRS.  
STATE taxes = filed 4x per year with the Texas Comptroller's Office only if you have a Sales Tax Permit.