

# 10 STEPS TO Start a Booster Club

Updated for 2025 – Fort Bend ISD Parent Organizations



## 01. Get Principal Approval

You must elect a minimum of three officers, typically: President, Treasurer & Secretary. If you need an exception (e.g., fewer officers), email the request to the Auditor.

Complete the [Booster Club Registration & Approval Form](#) and obtain your campus principal's signature.

Submit the completed form to: [serenity.lemond@fortbendisd.gov](mailto:serenity.lemond@fortbendisd.gov) (Internal Auditor, Business & Finance Department)



## 02. Elect Officers



## 03. Draft and Adopt Bylaws

Apply online through the IRS: [Apply for an EIN](#)  
You'll receive your EIN immediately by email.

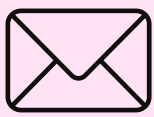
Your bylaws serve as the club's governing document. A [sample template](#) is available on the FBISD Parent Organizations webpage.

These must be reviewed and approved by your officers before submission.



## 04. Apply for an EIN

(Employer Identification Number)



## 05. Submit Required Documents to the Internal Auditor

Email the following to [serenity.lemond@fortbendisd.gov](mailto:serenity.lemond@fortbendisd.gov):

- ✓ EIN Determination Letter
- ✓ List of Officers Information Form
- ✓ Signed Bylaws
- ✓ Certificate of Insurance

Once you have your EIN and bylaws, open a booster club bank account (not a business or personal account). Bring: EIN letter, Bylaws, and First meeting minutes showing elected officers

## 06. Open a Bank Account



## 07. Apply for 501(c)(3) Federal Tax-Exempt Status

File with the IRS to become a recognized nonprofit.

Complete:

- IRS Form 1023 or 1023-EZ
- Pay the required fee online

More info:

[IRS 501\(c\)\(3\) Tax-Exempt Information](#)

Apply through the Texas Comptroller's Office for exemption from: Sales Tax and Franchise Tax  
You'll receive a determination letter in 3-4 weeks  
[Texas Exemption Application](#)

## 08. Apply for State Tax Exemptions



## 09. Apply for a Texas Sales Tax Permit

If you plan to conduct more than two taxable fundraisers per calendar year, you must apply for a permit.

[Apply for a Sales Tax Permit](#)

**Federal Taxes:** File annually with the IRS using Form 990, 990-EZ, or 990-N (e-Postcard).

**State Taxes:** If you have a Sales Tax Permit, file quarterly with the Texas Comptroller.

Missing filings may result in loss of tax-exempt status.

## 10. File Taxes Annually & Stay in Good Standing

