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Get the OK from your Principal – Complete the Booster Club Registration & Approval forms and email to the internal auditor: serenity.lemond@fortbendisd.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@fortbendisd.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.