

# NEW BOOSTER CLUBS ONLY

**New Parent Organizations must complete and submit the [Parent Organization Registration & Approval Form](#) to their campus principal and Fort Bend ISD's Business & Finance Department only once at its' origination.**

In accordance with Federal and State Regulations, parent organizations are required to file the documents below only once since the origination of the Parent Organization/Booster Club. These are internal documents/filings that should be filed and stored with all origination documents. These documents do not have to be submitted to the District:

- ❖ [IRS Form 1023](#)- Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code
- ❖ [IRS Form 8718](#)- User Fee for Exempt Organization Determination Letter Request
- ❖ [Texas Sales and Use Exempt Application](#)- Apply online via eSystems to collect and report Texas sales and use tax
- ❖ [Texas Application for Tax Exemption](#)- Request exemption from Texas sales tax, hotel occupancy tax, and franchise tax, if applicable.
- ❖ [Texas Franchise Tax Report Form](#)- "Certificate of Good Standing" provides the status of an entity's right to transact business in Texas.

The Registration and Approval document can be delivered to the Business & Finance Department via the following methods:

- Email - This is the preferred method. Please scan and email documents to [Parent.Org@fortbendisd.com](mailto:Parent.Org@fortbendisd.com). Please include in the subject line the parent organization name and in the body of the email a listing of the documents being submitted.
- Mail - The documents can be mailed to the following address:  
  
FBISD Business & Finance Department  
16431 Lexington Blvd  
Sugar Land, Texas 77479
- Fax - The documents can be faxed to 281-327-2812. Please include a cover page with information on the name of the parent organization and what documents are included in the fax.

*Thank you! We appreciate all the support you provide to our students and campuses. Your efforts assist FBISD in fulfilling its mission of inspiring and equipping all students to pursue futures beyond what they can imagine.*



