

Parent Organization Checklist

In accordance with District Policy, GE LOCAL, parent organizations each year are required by **September 1st** to submit a *copy* of the following documents to the District's Business & Finance Department:

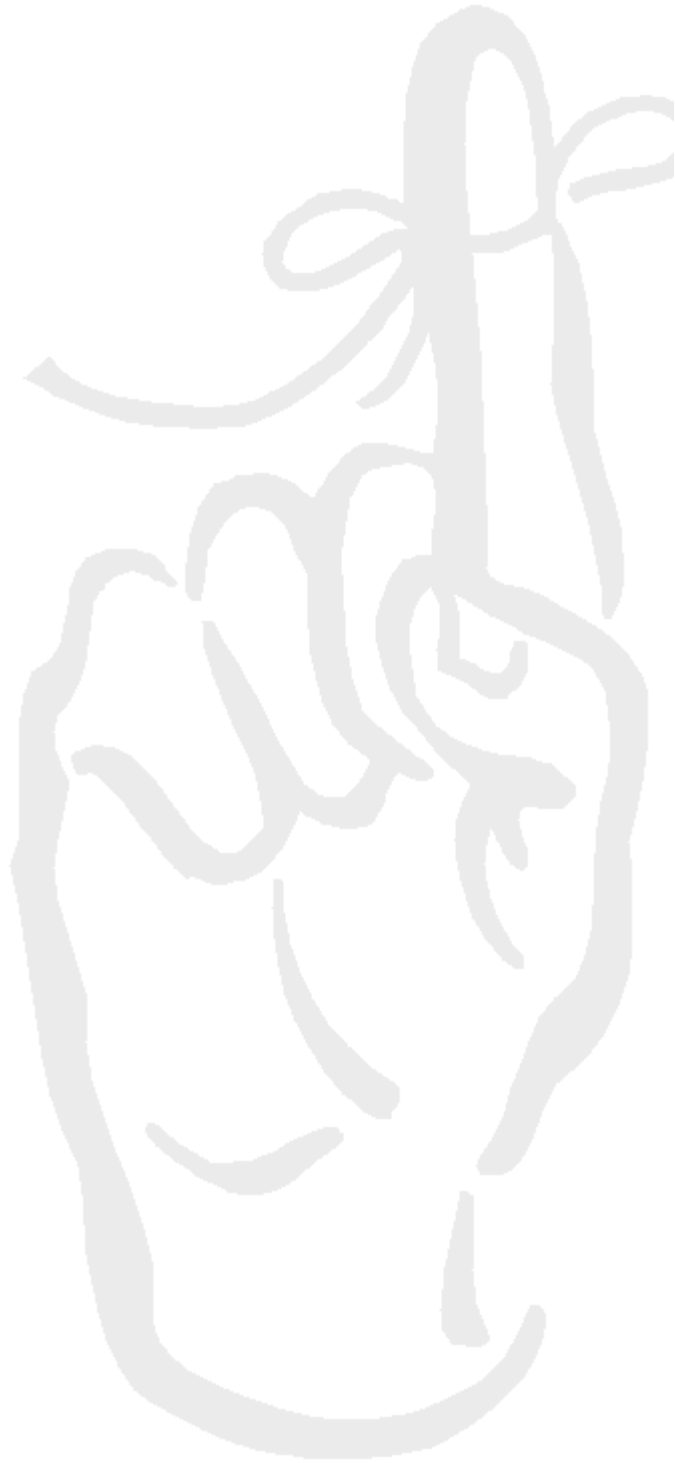
- **PTO/Booster Club Information Sheet** (*Refer to Parent Org Manual pg 7.3*)
- **The previous year's audit reporting form (includes financial report & audit committee report)** (*pg 7.6 and pg 7.11*)
- **The current year's bylaws or articles of incorporation**
- **The current year's tax-exempt status form** (*pg 7.2*)
- **The current year's certificate of insurance**
- **For new organizations – The parent organization registration & approval form approved by the respective campus principal** (*pg 4.3 & 4.4*)

The documents 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. 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.
- **In Person** – Parent organization officers can come to the address listed above and hand deliver the documents. We are in room 210 of the Administration Building. Also, if you have any questions, please feel free to call us or email us at the email address noted above.

Thank You! We appreciate all the support you provide to our students and campuses. Your efforts assist in FBISD fulfilling its mission of providing an environment for each student to acquire knowledge, develop skills, and build character to lead a productive and responsible life.



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