

BOOSTER/SUPPORT ORGANIZATION YEARLY REQUIREMENTS/GUIDELINESS FOR COMPLIANCE OF 9211

Each year as booster/support organizations leaders' change you should pass this list along to the incumbent members. The district will continue to monitor and adjust any guidelines and requirements as further oversight is needed or suggested.

SUPERINTEDENT

- EACH YEAR ALL BOOSTER/SUPPORT ORGANIZATIONS MUST SEND PROOF TO THE SUPERINTENDENT THAT THE ORGANIZATION HAS A VALID/CURRENT 501CS STATUS. THIS IS OBTAINED FROM THE IRS'S WEBSITE.
- EACH YEAR ALL BOOSTER/SUPPORT ORGANIZATIONS MUST SIGN A COPY OF POLICY 9211 AND SEND THIS TO THE SUPERINTENDENT TO ENSURE THEY AGREE TO COMPLY WITH ALL REQUIREMENTS OF SUPPORT/BOOSTER ORGANIZATIONS.
- ALL BOOSTER/SUPPORT ORGANIZATIONS ARE REQUIRED TO SUBMIT TO THE SUPERINTENDENT A LIST OF TENTATIVE GOALS AND OBJECTIVES AS WELL AS FUNDRAISING PLANS FOR THE YEAR. A REVIEW OF THESE WILL BE DONE TO ENSURE NO CONFLICT WILL ARISE BETWEEN THE GROUPS.

TREASURER

- EACH YEAR EACH BOOSTER/SUPPORT ORGANIZATION MUST SEND TO THE TREASURER A COPY OF THE TAX RETURN FILED WITH THE IRS AND ANY INTERNAL AUDIT REPORTS THAT MAY EXIST.
- EACH BOOSTER/SUPPORT ORGANIZATION MUST SEND AT A MINIMUM QUARTERLY FINANCIAL REPORTS TO THE TREASURER THAT INCLUDE (INCOME, EXPENSE, AND BALANCE SHEETS, AND BANK STATEMENTS) (UPON ACCASION SPOT AUDITS WILL BE CONDUCTED ON SPECIFIC REVENUE AND EXPENDITURES IN WHICH BACK-UP MAY BE REQUIRED).

BUSINESS MANAGER

- EACH YEAR ALL BOOSTER/SUPPORT ORGANIZATIONS MUST SEND TO THE BUSINESS MANAGER A COPY SHOWING PROOF OF CURRENT/VALID INSURANCE.
- EACH BOOSTER/SUPPORT ORGANIZATION WILL FILL OUT A FACILITY USAGE FORM THAT WILL BE SUBMITTED FOR APPROVAL TO THE BUSINESS MANAGER ANY-TIME A DISTRICT FACILITY WILL BE USED.