

PINE-RICHLAND SCHOOL DISTRICT

Policy 915 – Required Information for Booster Groups

Name of Group: _____

Submitted By: _____

Email Address: _____

Phone Number: _____

Date Submitted: _____

Per PRSD Policy 915, the following information must be submitted each year by September 30th

1. Confirmation of 501(c)(3) Status
2. Submittal of By-laws – ONLY if they were updated this past fiscal year
3. Copy of current budget and/or summary of last fiscal year financials
4. Copy of Signed Financial Audit Letter for prior fiscal year
5. List of Officers for the new fiscal year
6. Listing of FDIC Bank and Organizations EIN#
7. List of Fundraisers, with dates & descriptions (raffles, 50/50, etc.) for upcoming year

Please complete the following and include any additional information as required

1. 501(c)(3) Status

Continuing member of PRUBO Exemption ____ Yes ____ No – Please attach explanation

New Member of PRUBO Exemption ____ Yes – Please attach explanation

2. By-Laws

Have your By-Laws changed this year? ____ No ____ Yes – Please attach a copy

3. Budget and/or Last Year Financial Summary

Did you attach a copy of your budget? ____ Yes ____ No

And/Or did you attach a copy of last year's financial summary ____ Yes ____ No

4. Signed Financial Audit Letter

Did you attach a copy of your signed audit? ____ Yes ____ No – Please attach explanation

5. List of Officers for the New Fiscal Year

TERM DATES – FROM _____ TO _____

PRESIDENT

Name: _____

Address: _____

Email: _____

Phone #: _____

VICE-PRESIDENT

Name: _____

Address: _____

Email: _____

Phone #: _____

SECRETARY

Name: _____

Address: _____

Email: _____

Phone #: _____

TREASURER

Name: _____

Address: _____

Email: _____

Phone #: _____

** Please attach additional pages, as needed, to include all officers of your group.*

6. Bank and Club EIN

FDIC Insured Bank Name: _____

Address: _____

Club EIN#: _____

7. List of Fundraisers

Please give a brief description below of your planned and/or anticipated fundraisers for the new fiscal year. Please attach additional information, as required.

Name	Date	Location	Description (SGOC, Dinner, etc.)