

# BOOSTER CLUB ACKNOWLEDGEMENT FORM

COMPLETE AND SUBMIT THIS FORM ANNUALLY

Sport/Organization \_\_\_\_\_

Coach/Sponsor \_\_\_\_\_

Executive Board Members & Titles:

President:		Treasurer:	
Vice-President:		Other:	
Secretary:		Other:	

Where does your booster club bank? \_\_\_\_\_

\_\_\_\_\_ As a Booster Club/Parent Organization, we have been informed that we should obtain our own Federal ID Number and Florida Sales Tax Exemption Number as we CANNOT use the school's.

\_\_\_\_\_ We will have an annual budget that is approved and adopted by the membership annually, with a copy submitted to the school's principal or designee.

\_\_\_\_\_ We will maintain our own mailing address and refrain from using the school's name or address for purchases or deliveries.

\_\_\_\_\_ We will inform the principal/designee of all fundraising activities by completing a "Letter of Agreement"

\_\_\_\_\_ We will conduct all business in such a way as to clearly distinguish booster club activities from student/school activities. All public announcements, programs, tickets, etc. will clearly indicate that the function is sponsored by the booster organization.

\_\_\_\_\_ We will conduct all sales and monetary transactions without involving any School Board employees.

\_\_\_\_\_ We will not implicate the school or any School Board employee in our transactions.

\_\_\_\_\_ Groups involved with selling concessions on school property must provide a letter specifically outlining how these revenues will be expended to directly benefit or support the students.

As an executive board member of the booster club that serves the sport or organization above, my signature verifies that I received the booster club guidelines. It also acknowledges responsibility for reviewing the appropriate District policies and procedures with the necessary school employees.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Contact Number \_\_\_\_\_

Principal's Signature \_\_\_\_\_