

2020-2021 Booster Club Application Checklist

Booster Clubs: Prior to submitting your reauthorization packets, please review the following items that are most commonly overlooked.

Reauthorization Application

- Number of students served - should be entered at the top.
- Booster Club Tax ID number: 23-7035339 (for all except Band) & President's initials should be entered in the first paragraph.
- Current Officers Information - be sure to include all information requested.

Annual Financial Statement

- Two signatures and dates required.
- The terms 'dues' or 'fees' may not be used.
- List 'Coaches Pay' as 'Coaches Pay (Paid to District)'. Booster organizations cannot pay wages directly to anyone. However, they can ask the District to hire individuals and then the district will bill the organization for the actual expense.

Annual Audit Report

- Auditor's and president's signature required.
- Auditor's initials required under 'Certification'.
- The terms 'dues' or 'fees' may not be used.

Annual Proposed Budget

- Two signatures and dates required.
- The terms 'dues' or 'fees' may not be used.
- List 'Coaches Pay' as 'Coaches Pay (Paid to District)'. Booster organizations cannot pay wages directly to anyone. However, they can ask the District to hire individuals and then the district will bill the organization for the actual expense.

Booster Club Meeting Minutes

- Attach the meeting minutes that include the vote of the membership to approve the proposed budget and election of officers.
- Highlight the pertinent sections.

Bylaws

- Review the club's bylaws and follow the mandatory CVUSD template that was provided as a basis for the bylaws. If not already revised, update bylaws to incorporate all elements of the template.

Tax Returns (Required from Umbrella & Band Only)