



To: All Booster Clubs/Parent Organizations Supporting Twin Rivers Unified School District

From: Kate Ingersoll, Executive Director Fiscal Services

Subject: Booster Club/Parent Organization Requirements

Thank you for applying to operate a Booster Club/Parent Organization supporting Twin Rivers Unified School District and for making a difference in the lives and education of our students.

We are providing you this memo in order to assist you in the process of applying as a Booster Club/Parent Organization of the Twin Rivers Unified School District. All Booster Club/Parent Organizations are considered separate organizations from Twin Rivers Unified School District. Before operating on any school site, the district requires the following items from each Booster Club/Parent Organization:

Required Documents	Comment
Booster Club/Parent Organization Name	Do not use the school's name or district name in your organizations name. If you use the school's mascot name it must officially have the word Booster or Parent Group (PTA -PTC-PTSC) in the title. Organizations established prior to the merge in 2008 have been grandfathered in and do not have to change their name.
Booster Club/Parent Organization Officers and Contact Information Listing	List officers full name, titles, phone numbers, and email addresses. Remember to submit a new contact list each fiscal year. Twin Rivers staff can not serve on the board. You are allowed a staff representative but they cannot sign checks.
Employer/Tax ID Number (EIN) of the Booster Club/Parent Organization	Provide Proof of your (EIN) Form SS-4. The District's (EIN) is not available for use; the Booster/Parent Organization must have it's own (EIN). This is required to open a bank account and many other functions.
Proof of Tax Status with IRS and State	Provide evidence of CA State and Federal 501 ©(3) tax-exempt status (IRS Determination Letter; and while waiting for the IRS letter, Form 1023 should be presented)
Booster Club/Parent Organization current constitution and by-laws	Submit copy of your constitution and bylaws.
Financial Statements	Financial statements (Balance Sheets and Income Statements) submit to the school site principal or designee twice each year. Bank Statements & List of Authorized Signers must be submitted annually to the principal or designee. Budget Reports with list of proposed fundraising activities must be submitted at the beginning of each school year for approval. This list needs to be given to the sites Activity Director/Principal to ensure they do not conflict with any planned ASB fundraisers.
Evidence of Liability Insurance	Please provide annually your evidence of Liability Insurance to the site principal. You can not have the school or district listed on the insured it must be your organization.
Note: These required documents are subject to change at any time without notice.	

Please also refer to:

- Board Policy 1230 and Administrative Regulation 1230 School-Connected Organizations
- TRUSD Booster and Parent Organizations Workshop Publication at:

<https://www.trusd.net/Departments/Administrative-Services/Fiscal-Services/Associated-Student-Body/index.html>

If you have any questions regarding this memorandum, please contact Denisa Marquez.

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