

External Support Booster Club Information

Organization: _____

Date submitted: _____

1) Listing of Officers (the treasurer should be bonded)

	<u>Office</u>	<u>Name</u>	<u>Phone#</u>	<u>E-mail</u>
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
c)	_____	_____	_____	_____
d)	_____	_____	_____	_____
e)	_____	_____	_____	_____

2) Do bylaws for the organization exist? _____ Yes _____ No

(Bylaws are not required, but are strongly recommended). If bylaws exist, please attach a copy.

3) Does the organization have an FEIN number? _____ Yes _____ No

If yes, please enter it here _____

Banking Institution _____

4) Planned Budget Information attached Form F-SA-4B

5) A copy of current liability certificate of insurance (please attach)

6) Annual Fiscal Year Financial Report due by July 15th (for Title IX compliance).

Redbook procedures and training resources are can be found on the school district website and at:

<http://education.ky.gov/districts/FinRept/Pages/Accounting-Procedures-for-School-Activity-Funds.aspx>

Submitted by- Signature of Officer

Date