



BOOSTER CLUB CHECKLIST

SCHOOL NAME _____

BOOSTER CLUB NAME _____

BOOSTER CLUB SCHOOL YEAR _____

- Club must be approved by the building principal.
YES [] or NO []

- Statement of Purpose on file with building principal.
DATE _____

- Booster Club Bylaws must be kept on file in the principal's office.
DATE of SUBMISSION _____

- The Booster Club budget must be approved by campus principal each year and kept on file in the principal's office.
DATE of SUBMISSION _____

- Annual Report on file at the conclusion of the fiscal year with the building principal by JULY 1.
DATE _____

- The Audit Report must be submitted to the building principal and kept on file in the principal's office at least by JULY 1 of each year.
DATE of SUBMISSION _____

- Government Accounting Certificate must be on file in the principal's office.
DATE of SUBMISSION _____

- Fundraising Application approved and kept on file in principal's office.
NEEDED FOR EACH FUNDRAISER (form needed for each fundraiser)