



Series 3000: Operations, Finance, and Property

3100 General Operations

3106-F Booster Clubs, PTOs, and Other Support Groups

Support groups are required to complete this form annually by [insert date], whether operating within the District or as a separate legal entity.

New Support Group  Renewal of Existing Support Group

Name of Support Group: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Program or Activity Supported: \_\_\_\_\_  
\_\_\_\_\_

Please indicate the status of the support group:

- Internal Support Group (e.g., parent/guardian group operating within the District). **Complete Section A.**
- External Support Group (e.g., booster club, PTO, other separate legal entity). **Complete Section B and the attached Acknowledgment and Release Form.**

**Section A: Internal Support Groups**

Building of Operation: \_\_\_\_\_

Describe purpose, activities, events, and fundraisers held (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Staff Contact: \_\_\_\_\_

**3106-F Booster Clubs, PTOs, and Other Support Groups**

**Section B: External Support Groups**

Type of Entity (e.g., non-profit corporation): \_\_\_\_\_

Bylaws Adopted:  Yes  No Date Adopted: \_\_\_\_\_

Date of Formation: \_\_\_\_\_ (use State of Michigan incorporation date, if applicable)

EIN: \_\_\_\_\_ (attach copy of IRS confirmation or approval letter)

Banking Institution: \_\_\_\_\_

If in the process of forming a legal entity, please describe steps taken and pending approvals:  
\_\_\_\_\_  
\_\_\_\_\_

Note: If any of the above steps have not been completed at the time of filing this form, once completed, a new or updated form must be submitted to the District.

Date of Annual Meeting and Election of Officers: \_\_\_\_\_

Name and Contact Information of Current Officers:

Title	Name	Phone	Email
President			
Vice President			
Treasurer			
Secretary			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

*External Support Groups must complete the attached Acknowledgment and Release Form.*

**3106-F Booster Clubs, PTOs, and Other Support Groups**

For Internal Use	
Date Received:	_____
Received by:	_____ Printed Name: _____
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Signature of Superintendent or Designee:	_____
[Optional: If denied, describe basis (attach additional sheet if necessary)]	
_____	
_____	
If approved or denied by Board of Education, date of Board Meeting: _____	

**3106-F Booster Clubs, PTOs, and Other Support Groups**

**Acknowledgment and Release Form  
Booster Clubs, PTOs, and Other Legally Separate Parent/Guardian Groups**

By executing this Acknowledgement and Release (“Acknowledgment”), I certify that I am an authorized representative or officer of the group identified below (“Organization”). On behalf of the Organization, which is operated as a separate legal entity from the District, I certify the following:

I have read and understand District Policy 3106 related to the policies and procedures applicable to our Organization. The Organization’s operations will comply with applicable Board policies and procedures, administrative guidelines, and Board and administrative directives. I certify on behalf of the Organization that the Organization will not represent to any third party that it is an agent of the District or has any authority to act on behalf of the District.

The Organization is currently a properly formed separate legal entity (or is in the process of becoming a separate legal entity) as indicated on District form 3106-F. The Organization certifies that it has: (1) established a legal entity through the State of Michigan; (2) obtained an employer identification number (EIN) through the Internal Revenue Service and does not utilize the District’s EIN for any purpose; and (3) established a separate bank account in the name of the Organization.

As a legally separate entity, the Organization is fully responsible for compliance with applicable state and federal laws. The District does not require the Organization to obtain tax-exempt status as a 501(c)(3) or other form of charitable organization, which is a decision for the Organization. The Organization is solely responsible for consulting with appropriate professionals on legal, tax, accounting, and other compliance matters, as deemed necessary by the Organization, including whether tax-exempt status would be beneficial for the Organization. Information provided by the District is general in nature and should not be construed as legal advice. District personnel may participate in the Organization’s events and activities on a voluntary basis but may not be required to participate. The Organization is responsible for safeguarding funds raised by the Organization and has adopted written procedures or internal controls related to funds to minimize fraud or abuse. The District will not be liable for the failure of the Organization to properly safeguard funds or for losses associated with fraud or misuse of funds. Events and activities, including fundraisers, held by the Organization are not District-sponsored events and the District will not be held liable for such events or activities.

By execution of this Acknowledgment, I certify on behalf of the Organization that I have read and understand this Acknowledgment and that the Organization releases and holds the District harmless from liability arising from the operation of the Organization, including liability related to events and activities, failure to comply with applicable law, financial losses incurred, including those resulting from fraud or similar acts, and other liability associated with the Organization’s operations.

Name of Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_