

CONSIDERATION FOR A NEW BOOSTER CLUB PROGRAM PROPOSAL APPLICATION

Submit a letter/proposal to include the following:

- 1) Organizational By-Laws.
- 2) Develop a Mission and Vision
- 3) Proof IRS Tax Identification Number established
- 4) Certificate of Insurance
- 5) List of bank accounts
- 6) Health Card Proof (if selling food)
- 7) IRS Tax exempt request letter or Tax determination letter

- 8) Propose a budget including expenditures: (As an example, but not limited to)
 - a. Equipment
 - b. Uniforms
 - c. Facility Rental, if required.
 - d. Other items:

- 9) Propose a budget including revenue: (As an example, but not limited to)
 - a. Memberships
 - b. Expected Fundraising.
 - c. Other items:

- 10) Obtain Burlington-Edison Building Principal or designee Signature for approval.

- 11) Informing the Burlington-Edison Superintendent and informing the School directors.
 - a. This may include a presentation to the school board.