Clear Creek ISD

Internal Audit

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Booster Club Beacon

GIVING A "BOOST" TO OUR BOOSTER CLUBS!

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SEPTEMBER 2010

It's only September and our district Booster Clubs are in full force organizing and preparing for a wonderful school year! We want to welcome Clear Falls and Bayside Booster Clubs to our family. Remember, these campus Booster Clubs are 'start-up' clubs with no money and parents coming from several different schools; so, any assistance you can give them will be greatly appreciated.

Thanks to everyone who came out to the Annual Booster Club Meeting and Vendor Fair. Melinda and I had a great time, even though you always keep me on my toes! The 2010-2011 Booster Club Manual and Exhibits & Forms are posted on our website. The link is provided inside of this issue. We are in the process of printing new books, so if you'd like additional hard-copies of the manual, please email us.

For the countless hours that you put in volunteering in the 200+ district Booster Clubs, please pat yourself on the back for doing your part to make CCISD an Exemplary district. So from Melinda and I, thanks for all you do!

Christie

Quarterly Sales Tax

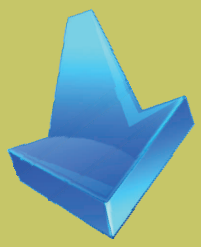
2nd Quarter Past Due

Second quarter sales tax (April, May & June) was due on or before July 20, 2010. If you have not paid your sales tax to the Comptroller's Office, please do so immediately. You may not have sales tax to report; however, you must still file a Sales Tax Report declaring zero taxable sales. Additionally, don't forget to send in an Ownership Information Report (Report # 05-167). It's a very simple report to claim that no officers have any ownership in your Booster Club. This form will be posted on the Internal Auditor's district website under Booster Clubs and can also be found on the Comptroller's website at www.window.state.tx.us.

IRS Requirements

Your e-Postcard is due November 15; however, you CAN do it now to get it out of the way. For those of you who have gross receipts over $25K ($50K in 2011), please submit the 990EZ. Clear Falls and Bayside need to contact the IRS in order to have a datasheet prepared. Instructions are in the manual on Pg. 33. Failure to submit the required IRS documents for 3 consecutive year will result in revocation of your EIN number.

**Please be aware that non-compliance can jeopardize our Group Exemption status as well.



Want to make some extra $ MONEY $?

Participate in the "You Had A Hand in It" yard signs sales and your club will receive $1.00 profit for every $3.00 sign sold! Limited number of signs still available...FIRST COME, FIRST SERVED basis.

Call Amber in Public Information 281-284-0030 and get yours today!

Required Information is STILL Due

The HIT LIST is in full force...I will be sending out notices to all who have yet to send me your Required Information. I know many of you are new to your Booster Clubs and have not been able to get a hold of last year's information...I am here to help. If you find yourself in this situation, just shoot me a quick email and I will work with you to get everything completed.

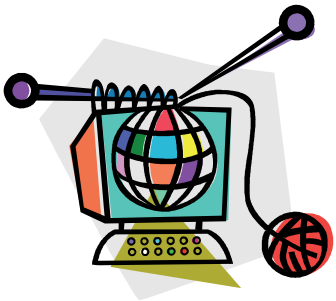
The List will also be sent out to Sponsors/Coaches and Principal, as they may be able to help us gather missing info.

Instructions and copies of all required reports can be found in the Booster Club Manual beginning on page 41. If you have any questions about any of the Required Information, please feel free to give me a call.

Facebook

In today's world of constant contact via social networking, an added responsibility is placed on those of us entrusted with the duty of overseeing young people. I would like to share my expectations of our Booster Clubs to keep privacy and the safety of our kids a priority. If your Booster Club has a Facebook page, please provide your parents, students and sponsors the website information. The officers will need to have some type of "Release of Information" form on file for each child completed by a parent/guardian. We want to make sure that any picture or bits of information posted by a Booster Club rep on Facebook is acceptable and appropriate. Thanks so much for looking out for our kids! As always, call or email with any questions.

Booster Club Websites



Got a Website? We'd love to check it out!

I am so excited that we have more and more Clubs creating websites! We want to know what's happening with our groups and share it with everyone! Here are a couple of tips to remember when managing your webpage:s

1. Have a signed "Release of Information" form on file for each child. This must be a separate form than the one sent home by the school so feel free to create this yourself.
2. Have one person (an adult member/officer) in charge of updating the site. This will ensure the consistency and timeliness of your information.
3. Keep it simple...make sure that links are accessible and information is easy to read.
4. Send me your Website address! I want to keep up with your groups and I love seeing pictures of the kids. We will provide your web addresses to the District and have them posted on our Booster Club webpage for all to visit.

Thinking of Creating a Website?

Click Here

IMPORTANT

Clear Falls and Bayside: You don't need to send required information, however, I do need

****List of officers (email, phone numbers)***

****Financial Institution***

****EIN***

Insurance Liability Checks

Has your Booster Club's check for Liability Insurance cleared your bank yet? If not, please email Melinda or I (or both).

We have noticed that some of these $50 checks have not been deducted from Booster bank accounts and I will be talking with our insurance agent to find out the reason.

Not to worry...everyone is completely covered, and as soon as we find out why they have not been presented and when this will happen, we will let you know.

Other Information

Useful Websites

CCISD Booster Clubs: http://www2.ccisd.net/Departments/InternalAuditor/BoosterClubs.aspx

TX Comptroller (Sales Tax Info): http://www.window.state.tx.us/taxinfo/sales/

IRS: http://www.irs.gov/

ePostcard Filing: http://epostcard.form990.org/

Texas UIL: http://www.uiltexas.org/

Contact Us

Christie Erickson: cerickso@ccisd.net or 281-284-0184

Melinda Perales: mperales@ccisd.net or 281-284-0181

Dates to Remember

ASAP– Submit Required Information

Sept. 17– Early Release (all campuses)

Oct. 7– Late Arrival (HS only)

Oct. 15– Early Release (Elem/Int. only)

Oct. 20- 3rd Quarter Sales Tax Due

Nov. 11– Late Arrival (HS only)

Nov. 15– ePostcard Due

Nov. 22-26– Staff/Student Holiday