

# Northwest Texans Athletic Booster Club Inc.

May 2020

## Booster Club Role:

Booster clubs and school support organizations shall organize and function in a way that is consistent with NISD philosophy and objectives, with adopted Board policies, and in accordance with UIL regulations as applicable.

## Introduction of Athletic Administrators

Joel Johnson – Executive Director of Athletics – [jjohnson01@nisdtx.org](mailto:jjohnson01@nisdtx.org)

George Lutkenhaus – Director of Athletics – [glutkenhaus@nisdtx.org](mailto:glutkenhaus@nisdtx.org)

Libby Pacheco- Assistant Director of Athletics – [epacheco@nisdtx.org](mailto:epacheco@nisdtx.org)

Lisa Orfield – Athletic Secretary – [lorfield@nisdtx.org](mailto:lorfield@nisdtx.org)

Phone # - 817-215-0309

Athletic Office # - 817-698-1010 Fax # - 817-698-1014

## Goal of the Northwest Athletic Booster Club

The primary goal of the booster club is to raise funds for the purpose of providing a quality banquet at the conclusion of the season. The secondary goals would be to raise money to aide in purchasing additional items for the respective sport (coach's wish list). **Wish lists must be submitted and approved by athletic administration prior to submission to booster club.**

Each booster club will give \$500.00 to the NISD Athletic Booster Club, Inc. This money contributes to scholarships, insurance, and payment of accountants for filing taxes.

## UIL/District Guidelines

All N.I.S.D. athletic booster clubs will be compliant with both district and UIL policies and procedures.

## **Disbursement of Funds**

Discretion of Northwest ISD – Superintendent/Athletic Director/Head Coach

## **By-Laws/Operating Procedures**

If you decide to amend the By-Laws for your booster club they should be submitted by the end of September. All by-laws and operating procedures should mirror the Northwest Texans Athletic Booster Club, Inc. By-Laws. (Exception of officers.) (Please date for the current year.)

## **Monthly Report Forms**

Required to be submitted by the President of club by the 15<sup>th</sup> of each month. Copy of Monthly Report form, meeting minutes, and check register shall be included in the reports. Reports are to be sent to George Lutkenhaus [glutkenhaus@nisdtx.org](mailto:glutkenhaus@nisdtx.org), copied to Lisa Orfield [lorfield@nisdtx.org](mailto:lorfield@nisdtx.org) and Michelle Simmons [macsbookandtax.com](http://macsbookandtax.com) and appropriate head coach.

## **Fundraising**

All fundraisers must have “signed approval” by the athletic department. These forms are to be generated through the head coach.

**Concessions** – Concessions will serve as fundraising opportunities by booster clubs. Football concessions are submitted and drawn for by George Lutkenhaus. All other concessions are given to the booster club of the sport that has the event. If that booster club decides not to work those concessions, then they will be opened up to all other booster clubs. The advantage of concessions is that they require small numbers of volunteers and are pre-arranged in advance.

Approval of fundraisers forms are to be submitted to the head coach of your sport, and must have approval from athletic department. Booster clubs cannot proceed with fundraiser, until written approval has been granted. (It is allowable to e-mail fundraising form to head coach, and copy George and Lisa.)

**Spirit Wear** – Booster clubs can only sell spirit wear specific to their sport and nothing generic. This keeps sports from competing with each other. All Artwork **must be approved** through the Athletic Dept. – George Lutkenhaus. The NISD Athletic Spirit Shop will only sell generic spirit wear.

## Banquets

Each booster club will fund their own banquet. Banquets are to be held at the conclusion of the season and are to be hosted at an NISD facility. The Athletic department will provide certificates. **\*Table cloths will no longer be provided by the Athletic Office.\*** You may need to reach out to other booster clubs. Banquet dates need to be set two months before the beginning of the season. The sooner the better because it may be hard to reserve a place to have the banquet.

### CONTACTS:

BNHS - Nadine Bain	<a href="mailto:nbain@nisdtx.org">nbain@nisdtx.org</a>	Ph # 817.698.5730
EHS - Liz Zeringue	<a href="mailto:elizabeth.zeringue@nisdtx.org">elizabeth.zeringue@nisdtx.org</a>	Ph # 817.698.3887
NHS - Kim Petty	<a href="mailto:Kimberlee.petty@nisdtx.org">Kimberlee.petty@nisdtx.org</a>	Ph # 817.215.0325
PDC - Pamela Gray	<a href="mailto:pamelagray@nisdtx.org">pamelagray@nisdtx.org</a>	Ph # 817.698.1023
OLC - TBD	TBD	Ph #TBD

Once confirmed, banquet dates need to be e-mailed to Tammy Goetz [tgoetz@nisdtx.org](mailto:tgoetz@nisdtx.org) and George Lutkenhaus.

## Scholarships

Northwest Texans Athletic Booster Club Inc. will give out ten \$500 scholarships per high school. The scholarship is based on an application process and selected by a blind panel of judges. Parents must be current member of one of the 13 booster clubs at a NISD High School.

**Individual booster clubs will not offer additional scholarships.**

## Attendance

Head coach's attendance at meetings is **mandatory**. In the event that a head coach is unavailable for the meeting, then the first assistant will attend in their place. If a coach is not present, then a meeting cannot be held. All meetings must be held on school property and a 72 hour notice given to all members.

## Membership Dues/Membership Forms

Membership dues will be a minimum of \$20.00 per family. Varying levels of membership dues are allowed, but require approval. Current lists of membership are to be kept on file with your respective booster clubs and with the N.I.S.D. Athletic Department.

### **Tax Exempt Certification/Letter of Charitable Contribution**

You can make your own letter but it **MUST** refer to Northwest Texans Athletic Booster Club Inc. in reference to the tax ID number. You should always put the donation amount on the letter.

## **Accounting and Banking Procedures**

Each booster club will need to send their president, treasurer, and secretary to Prosperity Bank to sign paperwork for checking account. Once all new check signers have been added and old signers removed please notify Lisa Orfield at [lorfield@nisdtx.org](mailto:lorfield@nisdtx.org). All check books will be kept at the athletic office – **DO NOT ORDER CHECKS**. Please correspond with George Lutkenhaus or Lisa Orfield on any banking questions. They will provide information in a timelier manner than Prosperity Bank. Monthly statements will be emailed to the President's and Treasurer's the first week of each month.

## **Volunteer Background Check Information**

All volunteers in your booster club must complete background checks, and these must be submitted to prior to allowing members to volunteer at functions where students are involved every year. Go to [nisdtx.org/Parents/Volunteer](http://nisdtx.org/Parents/Volunteer) in NISD. Once you are on the Volunteers page see the column to the Left and click on Volunteer Information for further information. Click on Volunteer background Check. ( Link: <https://nisd.ezcommunicator.net/edu/northwest/ezcomm/VolunteerRegistration.aspx?app=0>)

## **Social Media**

All websites, twitter accounts and Facebook pages specific to a sport must be approved and monitored by the head coach.

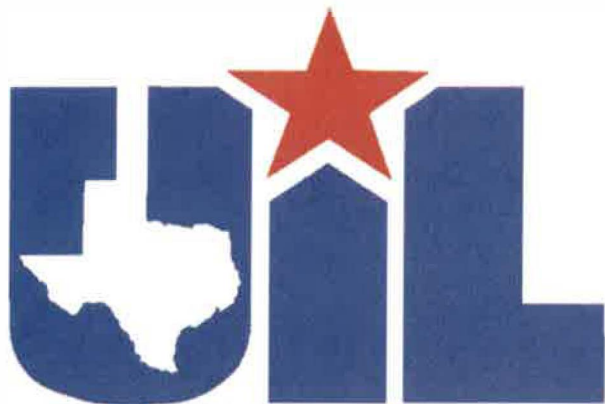
## **Booster Club Representation By Sport**

Volleyball, Football/Trainers, CC/Track (Boy and Girl's), Tennis, Wrestling, Boy's Basketball, Girl's Basketball, Boy's Soccer, Girl's Soccer, Baseball, Softball, Golf, Swimming/Diving

## **Election of Northwest Texans Athletic Booster Club Officers for 2019-2020:**

President, Vice-President, Secretary, Treasurer, Parliamentarian-1, and Parliamentarian-2

**ALL FORMS CAN BE FOUND AT [NISDtx.org/Athletics/BoosterClub](http://NISDtx.org/Athletics/BoosterClub)**



# Booster Club Guidelines

Updated July 2016

## ROLE OF BOOSTER CLUBS

Neighborhood patrons form booster clubs to help enrich the school's participation in extracurricular activities. The fundraising role of booster clubs is particularly crucial in today's economic climate. Positive and direct communication can prevent most problems. Keep the superintendent informed of all activities.

- Have a chain of command for communication with the administration.
- Clear all activities through your administration.
- The superintendent or a designee who does not coach or direct a UIL contest but has approval authority over booster clubs should be invited to all meetings. All meetings should be open to the public.
- Booster clubs should apprise school administrators of all club activities. Make sure your local administration has a copy of all booster club publications. Invite administrators to all booster club meetings. Have an officer meet with the school administration regularly.
- School administration should apprise booster clubs of all school activities.
- Booster clubs do not have authority to direct the duties of a school district employee. The scheduling of contests, rules for participation, methods of earning letters and all other criteria dealing with inter-school programs are under the jurisdiction of the local school administration.
- Minutes should be taken at each meeting and kept on file at the school.
- Periodic financial statements itemizing all receipts and expenditures should be made to the general club membership and kept on file at the school.

## WRITTEN POLICIES

Booster clubs should develop and annually review policies to cover:

- how to obtain administrative approval before beginning projects;
- how to plan and publicize meetings;
- bookkeeping and fund administration including process to obtain superintendent's approval prior to raising or spending funds;
- election of officers (suggestion: one president; one secretary; one treasurer; and three vice-presidents: one vice-president to oversee fall, winter and spring sports);
- taking, distributing and filing minutes;
- public communication;
- proper interaction with music and theatre directors and academic and athletic coaches through the lines of authority as established by the school board;
- a sportsmanship code governing behavior of booster club members and fans at contests, treatment of officials, guests, judges, etc.; and
- plans to support the school regardless of success in competition, keeping the educational goals of competition at the forefront of all policies.

## ROLE OF THE SUPERINTENDENT

Member schools make UIL rules and determine policies regarding penalties to schools, school district personnel and student participants. The superintendent is solely responsible for the entire UIL program. All school activities, organizations (including the booster club), events and personnel are under the jurisdiction of the superintendent. Booster clubs must recognize this authority and work within a framework prescribed by the school administration.

## PARENTS

- Remember: The classroom comes first!
- Help conduct fair and equitable competition: adhere to rules, uphold the law and respect authority.
- Remember that officials are human. Respect their decisions.
- Delegate authority to the school, and then support its decisions.
- Set standards by which you expect children to conduct themselves, and live by those standards yourself.
- Be aware of capabilities and limitations of young people. Don't have unrealistic expectations.
- Allow your children to live their own lives.
- Be involved in areas in which your own child is not involved, thus contributing to school unity and spirit.
- Show respect to the opponents of your children.
- Praise. Don't criticize. Urge others to do the same.
- Help your children and their friends develop integrity through the intensity of competitive activity.

## COACHES AND DIRECTORS

- Be sure your booster club wish list has been approved by your supervisor before it goes to the booster club.
- Work with your administration to determine what your club can provide.
- Make your request to the club benefit as many students as possible.
- Attend the booster club meetings and/or know what the club is doing.
- Understand that your advisory role to the boosters is without vote.
- Support other programs within your district.
- Meet with parents regularly and make them aware of relevant rules.
- Involve your staff with your booster club. Let the booster club know who your staff is and what duties they perform.

## CLUB FINANCES

*Fundraising | Spending | Stipends | Gifts to Coaches*

Fund-raising projects maybe subject to state law. Be sure that your club is in compliance with applicable law. For example, Texas has a law governing raffles. Also, consider seeking nonprofit or tax-exempt status. Consult the Texas Secretary of State's website as well as the IRS to determine if seeking designation as a non-profit that is tax exempt is appropriate for your booster club. [http://www.sos.state.tx.us/corp/nonprofit\\_org.shtml](http://www.sos.state.tx.us/corp/nonprofit_org.shtml)

Generally speaking, earnings by a properly organized booster club may not benefit any private shareholder or individual.

- Community-wide sales campaigns should be coordinated through the school administration to minimize simultaneous sales campaigns.
- Sales campaigns should be planned carefully to insure that the projects provide dollar value for items sold, and that most of the money raised stays at home. Otherwise donations are often more rewarding than letting the major part of the money go to outside promoters.
- Fund-raising activities should support the educational goals of the school and should not exploit students. Activities and projects should be investigated carefully before committing the school's support.
- Individuals who actively coach or direct a UIL activity should serve in an advisory capacity only to the booster club and should not have control or signature authority over booster club funds, including petty cash or miscellaneous discretionary funds.
- Coach's wish lists should have received prior approval from school administration before submission to boosters.
- Coaches and directors of UIL academics, athletics and fine arts may not accept more than \$500 in money, product or service from any source in recognition of or appreciation for coaching, directing or sponsoring UIL activities. The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift. See Section 481, *UIL Constitution and Contest Rules*.
- Schools shall not pay to coaches, and coaches shall not accept, funds gathered by a high school booster club or other sources within the school district. See Section 1202(b), *UIL Constitution and Contest Rules*.
- Funds are to be used to support school activities. To provide such funding for non-school activities could violate UIL rules and the public trust through which funds are earned.

## ATHLETIC BOOSTERS

Individuals should be informed of the seriousness of violating the athletic amateur rule found in Section 441 and the awards rule found in Section 480 of the *UIL Constitution and Contest Rules*. Check with school administrators before giving anything to a student, school sponsor or coach. The penalty to a student-athlete is forfeiture of varsity athletic eligibility in the sport for which the violation occurred for one calendar year from the date of the violation. If a team violates the amateur rule, the penalty shall be assessed against the team and not against each individual. See Section 441(d), *UIL Constitution and Contest Rules*. All fans, not just members of the booster club, should be aware of these rules. It affects the entire community.

- Athletic booster club funds shall not be used to support athletic camps, clinics, private instruction or any activity outside of the school.
- The local school district determines when, how and from whom student athletes can receive meals and snacks. See Section 441(b)(9), *UIL Constitution and Contest Rules*.
- Schools must give prior approval for any banquet or get-together given for students.
- Students may not accept money or other valuable consideration from school booster club funds for any non-school purpose. See Section 441(A)(3), *UIL Constitution and Contest Rules*.
- Student athletes are prohibited from accepting valuable consideration for participation in school athletics - anything that is not given or offered to the entire student body on the same basis that it is given or offered to an athlete. See Section 441(a), *UIL Constitution and Contest Rules*. *Valuable consideration is defined as tangible or intangible property or service including anything that is usable, wearable, salable or consumable.*
- Booster groups or individuals may donate money or merchandise to the school with prior approval of the administration. These kinds of donations are often made to cover the cost of commercial transportation and to cover costs for meals. It would be a violation for booster groups or individuals to pay for such costs directly, without prior approval from the local school administration. See Section 441(b)(9) and Section 840 (a)(2)(A)(iv).
- Student athletes may accept small "goodie bags" consisting of cookies, candy and symbolic gifts from their classmates, if allowed by local school policy. See Section 441(B)(7), *UIL Constitution and Contest Rules*.





**BY-LAWS OF THE NORTHWEST TEXANS ATHLETIC BOOSTER CLUB,  
INC.**

**ARTICLE I - NAME**

- Section 1: The name of this organization shall be the Northwest Texans Athletic Booster Club, Inc. a non-profit organization, with all assets dedicated in perpetuity for the non-profit use of the student/athletes in the Northwest Independent School District.
- Section 2: The official mailing address of this organization is:
- Northwest Texans Athletic Booster Club, Inc.  
P.O. Box 77070  
Fort Worth, TX 76177
- Section 3: No profit or gain will pass directly or indirectly to any private shareholder or individual. All salaries or other benefits, if any, furnished officers and employees will commensurate with services actually rendered.

**ARTICLE II – PURPOSE**

- Section 1: To unify and strengthen public awareness, enthusiasm, and support of the athletic programs in the Northwest Independent School District.
- Section 2: To Promote good sportsmanship for the welfare of all athletes.
- Section 3: To promote good will and to assist visiting competitors, coaches, and spectators.
- Section 4: To provide assistance with fundraising projects which allow teams to have an end of the season banquet, purchase items for the program that are beyond the capabilities of the established budget and provide scholarships for graduating seniors.

### **ARTICLE III – POLICIES**

Section 1: To work in co-operation with the athletic administration and coaching staff of the Northwest Independent School District.

### **ARTICLE IV – MEMBERSHIP AND DUES**

Section 1: Resident membership shall be open to all persons and businesses outside of the Northwest Independent School District boundaries.

Section 2: Associate members shall enjoy all the rights and responsibilities of a resident membership except that of holding office and voting at general or special elections.

Section 3: The annual dues shall be valid for one year from May 1<sup>st</sup> through April 30<sup>th</sup> of the following school year and shall be accepted throughout the year.

Section 4: Dues shall not be pro-rated or refunded.

Section 5: The annual dues shall be a nominal fee discussed and voted upon by the Board of Directors.

### **ARTICLE V – VOTING BODY**

Section 1: The voting body shall consist of the elected officers who make up the Board of Directors.

Section 2: The Board membership shall reflect the participating organization. The Board membership shall include a minimum of one representative from each participating organization (Baseball Club, Girls Basketball Club, Boys Basketball Club, Cross Country/Tract Club, Football Club, Golf Club, Girls Soccer club, Boys Soccer Club, Softball Club, Swim/Dive Club, Tennis Club, Volleyball Club, and Wrestling Club).

## **ARTICLE VI – OFFICERS AND ELECTIONS**

- Section 1: The officers shall be elected annually at a general membership meeting to be held in April.
- Section 2: A plurality vote shall elect.
- Section 3: These officers shall assume their duties in May with the transition ending at the end of the school year and shall serve a term of one (1) year.
- Section 4: A vacancy occurring in any office shall be filled for the remainder of the unexpired term by nomination/election of the President with the majority consent of the board.

## **ARTICLE VII – DUTIES**

- Section 1: The President shall:
- A. Preside at all meetings of the organization and the Board of Directors.
  - B. Sign all checks.
  - C. Serve as ex-officer member of all standing Board committees except the nominating committee.
  - D. Appoint Special Committees, subject to approval of the Board.
  - E. Represent the organization at all events and meetings relating to Northwest.
  - F. Coordinate the works of all officers and committee chairmen to insure that the purpose of the organization is promoted.
- Section 2: The Vice President shall:
- A. Perform the duties of the President in the absence of that officer.
  - B. Serve as aide to the President and attend meetings as required.
  - C. Perform such duties as may be delegated.
  - D. Serve as chairman of the nominating committee.
- Section 3: The Secretary shall:
- A. Keep the minutes of all meetings of the organization.
  - B. Conduct all official correspondence of the organization.
  - C. Maintain current and complete membership information.
  - D. Perform such other duties as may be delegated.
- Section 4: The Treasurer shall:
- A. Receive and deposit all moneys of the organization.
  - B. Keep accurate records of receipts and expenditures.
  - C. Submit a report at each regular meeting to the membership.
  - D. Perform such other duties as may be delegated.

## ARTICLE VIII – COMMITTEES

Section 1: The President shall appoint committees as deemed necessary and with the approval of the Board.

## ARTICLE IX – MEETINGS

Section 1: General membership meetings of this organization shall be open to the public.

Section 2: Notice of all meetings will be posted.

Section 3: An annual membership meeting shall be held for the elections of officers.

Section 4: All votes cast by the membership election of officers must be current members in good standing and must be in person. There are no proxy votes.

Section 5: A majority of the members of the Board of Directors including two (2) elected officers shall constitute a quorum for the transaction of business.

Section 6: A majority vote shall consist of the total votes cast.

## ARTICLE X

Section 1: The Board of Directors shall consist of the Executive Committee and the following stand Board Members:

- A. Membership
- B. Fundraising
- C. Concessions
- D. Publication
- E. Publicity
- F. Special Projects

Section 2: The board of Directors shall establish all policies, rules and procedures not covered by the by-laws.

Section 3: The Board of Directors shall be responsible for the business affairs of the organization.

## **ARTICLE XI – AMENDMENTS**

**Section 1:** These by-laws may be amended at any regular meeting (general meeting) of this organization by two-thirds vote of the members present and voting, providing notice of the proposed amendment shall have been given. For the purposes of this section, due notice shall be defined as notification via newsletter, web page or E-mail, written letter, or discussion at a General Meeting. A committee may be appointed to submit a revised set of by-laws as a substitute for these by-laws only by a majority vote at a meeting of the association, or by two-thirds vote of the Board of Directors.

**Northwest Texans Athletic Booster Club Inc.**  
**Monthly Report**  
**2020-2021**

**Please circle date:** JULY AUG. SEPT. OCT. NOV. DEC. JAN. FEB.  
MAR. APR. MAY JUNE

**Booster Club Name:** \_\_\_\_\_

Minutes from our meeting enclosed.

No meeting this month, here is what's going on in our club.

\_\_\_\_\_

\_\_\_\_\_

CURRENT BANK BALANCE: \$ \_\_\_\_\_

Fax to: 817-698-1014

E-mail to: [glutkenhaus@nisdtx.org](mailto:glutkenhaus@nisdtx.org), [lorfield@nisdtx.org](mailto:lorfield@nisdtx.org)  
[michelle@macsbookandtax.com](mailto:michelle@macsbookandtax.com)

**\*\* Required Monthly\*\***

**Football  
Fall Monthly Report**

previous month balance

	August Report	September Report	October Report	November Report	December Report	Total Fall Report
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Income</b>						
Spirit						\$0.00
Social						\$0.00
Banquet						\$0.00
Membership						\$0.00
Program/Program Sales						\$0.00
Miscellaneous						\$0.00
Fundraisers						\$0.00

<b>Income Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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<b>Expenses</b>						
Spirit						\$0.00
Social						\$0.00
Banquet						\$0.00
Membership						\$0.00
Program/Program Sales						\$0.00
Miscellaneous						\$0.00
Fundraisers						\$0.00
Communication						\$0.00
Scholarships						\$0.00
Donations						\$0.00

<b>Expenses Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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<b>Ending Balance</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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**Football  
Spring Monthly Report**

previous month balance

	January Report	February Report	March Report	April Report	May Report	Total Spring Report
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Income</b>						
Spirit						\$0.00
Social						\$0.00
Banquet						\$0.00
Membership						\$0.00
Program/Program Sales						\$0.00
Miscellaneous						\$0.00
Fundraisers						\$0.00

<b>Income Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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<b>Expenses</b>						
Spirit						\$0.00
Social						\$0.00
Banquet						\$0.00
Membership						\$0.00
Program/Program Sales						\$0.00
Miscellaneous						\$0.00
Fundraisers						\$0.00
Communication						\$0.00
Scholarships						\$0.00
Donations						\$0.00

<b>Expenses Total</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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<b>Ending Balance</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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<b>Swim/Dive Boosters Income Total</b>	\$0.00
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<b>Swim/Dive Boosters Expense Total</b>	\$0.00
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<b>Swim/Dive Boosters Ending Balance</b>	\$0.00
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**BOOSTER CLUB & SCHOOL SUPPORT ORGANIZATION  
FUND RAISING APPLICATION**

Name of organization: \_\_\_\_\_

Campus Supported: \_\_\_\_\_

Type of event, activity, product sale or service: \_\_\_\_\_

\_\_\_\_\_

Date beginning: \_\_\_\_\_ Date ending: \_\_\_\_\_

Location of event, activity, product sale or service: \_\_\_\_\_

Specific purpose(s) for which the net proceeds are to be used: \_\_\_\_\_

\_\_\_\_\_

Vendor (if applicable): \_\_\_\_\_

Vendor contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Event coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

District contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

I request permission to conduct a money raising activity. I will be responsible for the accountability of all monies collected and I will follow the organization's bylaws and NISD guidelines.

\_\_\_\_\_  
Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date



**PROSPERITY  
BANK**<sup>®</sup>  
Member FDIC

615 Byron Nelson Blvd.  
Roanoke, Texas 76262-6182  
[www.prosperitybanktx.com](http://www.prosperitybanktx.com)

Non-Profit  
Organization/Associations  
Requirements to open/revise an account

The TIN (Tax ID Number) of the entity is required to open an account. If an account needs to be revised we will need to be able to verify that TIN.

What the bank needs:

- Two forms of identification for each officer. (Primary identification needs to be a phot ID with correct address)
- Consumer Information Sheet completed by each officer (attached)
- Secret Word (security measure for each officer)
- Minutes from the meeting stating who will no longer be an officer and who was voted in as officers for the next year. The minutes need to specify who is now authorized to be a signer on the account (List the account number) and who is not authorized to be a signer at Prosperity Bank.
- ***Process cannot be started without the above information.***

After all information is gathered by the bank, revised paperwork will be drawn up with new officers. The presiding booster president for the next school year will be contacted when documents are ready to be signed by each new officer. The Secretary **must** be the one to take the minutes to Prosperity Bank. At signing of paperwork, copies of identification will be taken and paperwork is complete. Completing the Consumer Information Sheet is key in how swiftly the process is. We cannot move forward in revising the accounts without each officer's information.

Prosperity Bank Lobby hours are:

Mon. – Thur. 9am-4pm  
Friday - 9am-6pm

For any questions, please call:

**Jill Kruger** – New account representative – 817.378.2250

# PROSPERITY BANK – CUSTOMER INFORMATION

Name: \_\_\_\_\_

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

Length of time at current address \_\_\_\_\_

Social Security # \_\_\_\_\_

Phone # Home \_\_\_\_\_

Cell \_\_\_\_\_

Work \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Length of Employment \_\_\_\_\_

Secret Word \_\_\_\_\_

(For verification purposes)

Mothers Maiden Name

Copy of Current ID

**We need a second form of ID**

Credit card - Black out all numbers except last 4

Social Security Card or Passport

# Texas Sales and Use Tax Resale Certificate

Name of purchaser, firm or agency as shown on permit <b>Northwest Texans Athletic Booster Club, Inc.</b>	Phone (Area code and number)
Address (Street & number, P.O. Box or Route number) <b>PO Box 77070</b>	
City, State, ZIP code <b>Fort Worth, TX 76177-0070</b>	
Texas Sales and Use Tax Permit Number (must contain 11 digits) <div style="border: 1px solid black; padding: 2px; display: inline-block;">                     3   2   0   2   0   3   3   5   8   8   4                 </div>	
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> (Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)	

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased on the attached order or invoice:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

Fund Raiser

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

*I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Purchaser <b>sign here</b>	Title	Date
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**This certificate should be furnished to the supplier.  
 Do not send the completed certificate to the Comptroller of Public Accounts.**

# Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency <b>Northwest Texans Athletic Booster Club, Inc.</b>	
Address (Street & number, P.O. Box or Route number) <b>PO Box 77070</b>	Phone (Area code and number)
City, State, ZIP code <b>Fort Worth, TX 76177-0070</b>	

I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased or on the attached order or invoice:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purchaser claims this exemption for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law.

*I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.*

Purchaser <b>sign here</b> ▶	Title	Date
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NOTE: This certificate cannot be issued for the purchase, lease, or rental of a motor vehicle.

**THIS CERTIFICATE DOES NOT REQUIRE A NUMBER TO BE VALID.**

Sales and Use Tax "Exemption Numbers" or "Tax Exempt" Numbers do not exist.

**This certificate should be furnished to the supplier.  
Do not send the completed certificate to the Comptroller of Public Accounts.**