

**BOOSTER ORGANIZATION / PARENT GROUP ANNUAL CHECK LIST**

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Group Name	
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School	Independent Parent Group
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	-or-
	District Parent Group
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School Year	
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Group Chairperson/President

1. The parent group has received a copy of Superintendent Policy 1400 concerning Booster Organizations / Parent Groups and agrees to comply with all of its terms.
2. The parent group has submitted an itemized list of anticipated revenues and expenditures for the current school year.
3. (For Independent Parent Groups) The parent group has provided documentation that it has been established as an independent legal entity in Colorado and with the IRS and that it is in good standing.
4. (For Independent Parent Groups) The parent group has submitted an audit of its financial activities for the preceding school year.
5. (For Independent Parent Groups) The parent group has submitted its financial records at the end of each semester.
6. Concerns/Issues:

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Date	Name Athletics/Activities Director

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Date	Name/Position Authorized Parent Group Representative

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Date	Principal