

CHECK LIST for DISTRICT PARENT GROUP

Group Name

School

School Year

Group Chairperson/President

1. The group has received a copy of District Policy 1400 concerning Booster Organizations / Parent Groups and agrees to comply with all of its terms.
2. The group has submitted an itemized list of anticipated revenues and expenditures for the current school year.
3. Concerns/Issues: _____

Date

Name
Athletics/Activities Director

Date

Name/Position
Authorized Parent Group Representative

Date

Principal

CHECK LIST for INDEPENDENT PARENT GROUP

Group Name

School

School Year

Group Chairperson/President

1. The group has received a copy of District Policy 1400 concerning Booster Organizations / Parent Groups and agrees to comply with all of its terms.
2. The group has submitted an itemized list of anticipated revenues and expenditures for the current school year.
3. The 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. The group has submitted an audit of its financial activities for the preceding school year.
5. The group has submitted its financial records at the end of each semester.
6. The group has submitted proof of comprehensive general liability insurance in the amount of \$1.0 million with the District named as an additional insured.
7. Concerns/Issues:

Date

Name
Athletics/Activities Director

Date

Name/Position
Authorized Parent Group Representative

Date

Principal