

GREGORY-PORTLAND ISD

Notice of School-Support Organization NSSO Form Instructions

In accordance with GE(LOCAL), “School-support organizations, booster organizations, and other parent groups shall organize, fundraise or solicit donations, and function in a way that is consistent with the district’s philosophy and objectives, board policies, district administrative regulations, applicable UIL or other governing association guidelines, and financial and audit regulations.”

Gregory-Portland ISD has adopted the **District-Affiliated School-Support Organizations, Booster Organizations, and Other Parent Groups Handbook** to establish the district’s administrative regulations for these types of organizations that form a charter or association, whether unincorporated or incorporated in the State of Texas, and who operate within the district’s jurisdiction. To assist the district in administering these regulations, the district has specific filing requirements listed in the handbook that school-support organizations must follow. The requirements include the filing of “*Notice of School-Support Organization*” (NSSO) Forms to collect information from school-support organizations. The forms shall be filed with the district’s Business Office.

By mail at: Gregory-Portland ISD Administration
1200 Broadway Blvd.
Portland, TX 78374

Or by email to: asilguero@g-pisd.org

Below is the list of NSSO Forms and specific instructions for each form on when to file.

FORM NSSO-O

School-support organizations must file Form NSSO-O “*Notice of School-Support Organization’s Charter/Association*” only once upon forming the unincorporated or incorporated nonprofit organization and prior to conducting fundraising activities in the district. The information for this form will need to be completed after the organization has filed a) the charter or articles of incorporation with the Texas Secretary of State, b) the Texas Sales & Use Tax Permit with the Texas State Comptroller, c) the application for Form SS-4, and the application for Section 501(c)(3) with Internal Revenue Service, d) and the election of the organization’s officers and board of directors as recorded in the minutes and adoption of the by-laws. The form shall be filed pending the determination waiting period for the IRS Section 501(c)(3) Tax-Exempt Status. Once the IRS provides their determination ruling, the organization shall file a copy of the determination letter with the Business Office.

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FORM NSSO-A

School-support organizations must file Form NSSO-A “*Notice of School-Support Organization’s Activities*” to obtain approval from the District Superintendent whenever the organization will be conducting fundraising activities at least 90 days prior to the event.

FORM NSSO-B

School-support organizations have the option to file Form NSSO-B “*Notice of School-Support Organization’s Budget*” or in lieu of filing Form NSSO-B, submit a copy of the organization’s adopted budget.

FORM NSSO-C

School-support organizations must file Form NSSO-C “*Notice of School-Support Organization’s Changes*” whenever there are significant changes to the organization’s operations including changes regarding:

Business Assumed Name	State or Federal Tax Lien	Forfeiture of Exempt Status
Business Address	Release of State/Fed Tax Lien	Reinstatement of Exempt Status
Elected Board of Directors	Forfeiture of Charter	Reinstatement of Charter

FORM NSSO-T

School-support organizations must file Form NSSO-T “*Notice of School-Support Organization’s Dissolution Liquidation Termination*” upon the termination of the organization.