

# 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](mailto:asilguero@g-pisd.org)

### **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.

# GREGORY-PORTLAND ISD

## Notice of School-Support Organization's Activities

### NSSO-A

Organization's Activities				
1. School-Support Organization Name:				
2. The file number issued to the entity by the secretary of state is:				
3. The organization is requesting authorization from the district superintendent to conduct the following fundraising activities:				
<input type="checkbox"/> Auction	<input type="checkbox"/> Crowdfunding			
<input type="checkbox"/> Bake Sale	<input type="checkbox"/> Food and Drinks			
<input type="checkbox"/> Banquet	<input type="checkbox"/> Raffle			
<input type="checkbox"/> Camp	<input type="checkbox"/> Rummage/Yard Sale			
<input type="checkbox"/> Car Wash	<input type="checkbox"/> T-Shirt/Merchandise Sales			
<input type="checkbox"/> Carnival/Festival	<input type="checkbox"/> Tournament/Marathon/Walk-a-thon			
<input type="checkbox"/> Clinic	<input type="checkbox"/> Other (List Below)			
<input type="checkbox"/> Concession Stand				
4. Brief description of fundraising activity (Event date, time, location, etc.)				
5. The fundraising activities above are for the purpose of providing funds to support:				
<input type="checkbox"/> Athletics	<input type="checkbox"/> Band			
<input type="checkbox"/> Academics (List Below)	<input type="checkbox"/> Music			
	<input type="checkbox"/> Other (List Below)			
6. The recommendation for use of funds from this activity is for:				
7. Approved by Board of Directors Meeting held on:				
_____	_____	_____	_____	_____
<i>Month</i>	<i>Day</i>	<i>Year</i>	<i>Board President's Signature</i>	<i>Signature Date</i>
8. Fundraiser Approval by District Superintendent/Designee:				
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied			
_____	_____	_____	_____	
<i>District Administrator's Printed Name</i>	<i>District Administrator's Signature</i>	<i>Date</i>		