

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

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.

GREGORY-PORTLAND ISD

Notice of School-Support Organization's Budget NSSO-B

Organization's Annual Budget	
1. School-Support Organization Name:	
2. The file number issued to the entity by the secretary of state is:	
3. Annual Budget	<i>Period Beginning Date:</i>
	<i>Period Ending Date:</i>
4. REVENUES	
Fundraising Activities	\$
Crowdfunding Activities	
Donations	
Dues	
Other (List): _____	

TOTAL REVENUES	\$
5. OPERATING EXPENSES	
Advertising	
Bank Fees	
Bonding/Insurance	
Office Expense	
Office Supplies	
Postage and Mailings	
Storage Facilities	
Website Fees	
Other: _____	

<i>SUBTOTAL OPERATING EXPENSES</i>	\$
FUNDRAISING AND OTHER PROGRAM EXPENSES	
Costs of Goods Sold (Inventory Sold)	
Materials and Supplies (signage, banners, etc.)	
Rental Fees (booths, tents, pads, equipment, etc.)	
Other: _____	

<i>SUBTOTAL FUNDRAISING AND OTHER EXPENSES</i>	\$
TOTAL EXPENSES	\$
6. NET PROFIT (LOSS)	
\$	
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>