

# 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-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  
Business Address  
Elected Board of Directors

State or Federal Tax Lien  
Release of State/Fed Tax Lien  
Forfeiture of Charter

Forfeiture of Exempt Status  
Reinstatement of Exempt Status  
Reinstatement of Charter

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## Notice of School-Support Organization's Changes NSSO-C

Organization Filing Notice of Changes			
1. School-Support Organization Name:			
2. The file number issued to the entity by the secretary of state is:			
*****Complete Only the Sections Below if there are Changes*****			
Primary Contact and Organization's Address			
3. The school-support organization's primary contact information is:			
<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	<i>Suffix</i>
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Title</i>	<i>Email</i>	<i>Phone</i>	<i>Ext</i>
Texas Secretary of State Entity Status			
4. The school-support organization's state entity status is:			
	Forfeiture of Charter	Reinstatement of Charter	
	Forfeiture of Tax Exempt Status	Reinstatement of Tax Exempt Status	
	State Tax Lien Imposed	State Tax Lien Released	
Effective date of this status:			
Internal Revenue Service Federal Entity Status			
5. The school-support organization's federal entity status is:			
	Forfeiture of 501(c)(3)	Reinstatement of 501(c)(3)	
	Federal Tax Lien Imposed	Federal Tax Lien Released	
Effective date of this status:			
Governing Persons			
6. The names and addresses of each of the entity's governing persons are:			
<b>PRESIDENT</b>			
<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	<i>Suffix</i>
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<b>VICE-PRESIDENT</b>			
<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	<i>Suffix</i>
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<b>SECRETARY</b>			
<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	<i>Suffix</i>
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
<b>TREASURER</b>			
<i>First Name</i>	<i>M.I.</i>	<i>Last Name</i>	<i>Suffix</i>
<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>