

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-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.

GREGORY-PORTLAND ISD

Notice of School-Support Organization's Charter/Association NSSO-O

Primary Contact and Organization's Address				
1. 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>
Information from Organization's Filing with Texas Secretary of State				
2. The name of the school-support organization is:				
3. The entity is organized under Texas law as a:				
<input type="checkbox"/> Nonprofit Corporation		<input type="checkbox"/> Cooperative Association		
4. The date of formation of the entity is:				_____
5. The file number issued to the entity by the secretary of state is:				_____
Governing Persons				
6. The names and addresses of each of the entity's governing persons are:				
PRESIDENT				
_____ <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>
VICE-PRESIDENT				
_____ <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>
SECRETARY				
_____ <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>
TREASURER				
_____ <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>
Information from Organization's Filing with Texas State Comptroller				
7. The entity's 11-digit Texas Taxpayer Number is:				_____
8. The entity's assumed name filed with the Secretary of State is (if applicable):				

Information from Organization's Filing with Internal Revenue Service				
9. The entity's Employer Identification Number is:				_____
10. The date the entity filed 501(c)(3) Exempt Organization:				_____