



## SOUTH ST. PAUL OPEN FOUNDATION BOOSTER CLUB UMBRELLA PROCESS

Booster groups within the South St. Paul School District who wish to come under the South St. Paul Open is as easy as 1-2-3.

### HOW DOES MY BOOSTER GROUP COME UNDER THE SOUTH ST. PAUL OPEN FOUNDATION?

1. Complete the Minnesota Nonprofit Articles of Incorporation through the Minnesota Secretary of State's office.
  - a. [www.sos.state.mn.us](http://www.sos.state.mn.us)
  - b. Select *Forms and Publications* tab
  - c. Select *Business and Non-profit Forms* tab
  - d. Select *Minnesota Non-Profit Corporations* tab
  - e. Select *Articles of Incorporation for a Minnesota Non-Profit Corporation* tab
    - i. Filing Fee to the state of \$70 for mail or \$90 for online submission
    - ii. A section on the request will be for the corporation's purpose and governance framework. Your response should be: *The Corporation is formed for the specific purposes of providing support and assistance to the South St. Paul Public Schools activity and athletic programs.*
  - f. In accordance with Minnesota Statutes Chapter 317A, the corporation (your booster group) shall have at all times a Board of Directors whose number shall be no less than three, and individuals (who can also be Directors) who are responsible for undertaking the duties that the law requires to be fulfilled by a "President" and a "Treasurer" of the corporation (your booster group).
2. Complete the attached Fiscal Sponsorship Agreement with the South St. Paul Open Foundation.
3. Submit to the following to the SSP Open Foundation Treasurer:
  - a. Copy of the booster club's certificate of incorporation from the Office of the Minnesota Secretary of State. (you will receive this once you have properly completed Step 1 above.)
  - b. A completed and signed copy of the attached Fiscal Sponsorship Agreement
  - c. A copy of booster club meeting minutes authorizing individuals to have financial access to their booster club's account by depositing and requesting funds and/or monthly financial reports.

### WHAT ARE THE BENEFITS OF COMING UNDER THE SOUTH ST. PAUL OPEN FOUNDATION?

- 501©3 status which allows organizations to receive donations tax free. Most businesses will require this before they donate.
- Tax filing
- Directors, officers, and liability insurance
- Bookkeeping: separate account for your booster group

## **WHAT WILL THIS COST THE BOOSTER GROUP TO JOIN UNDER THE SOUTH ST. PAUL OPEN FOUNDATION?**

- Each club will be assessed an equal amount for Liability and Directors' and Officers' insurance.
- Each club will be assigned a point value equal to the number of deposits and checks prepared during the fiscal year.
- The total administrative charges exclusive of the insurance will be divided by the total points to arrive at the per point charge.
- Each club was assessed a total equal to the number of points assigned to the club times the per point charge.
- The total administrative charge was then limited by 10% of the club's revenue if that was less than the total administrative fee.

**FOR MORE INFORMATION, CONTACT LISA AT (651) 457-9465**