



BOOSTER PARTNERSHIP

Frequently Asked Questions

How does a South St. Paul Booster group join financial partnership with the South St. Paul Open Foundation?

- South St. Paul Booster groups must first submit to the State of Minnesota for an Article of Incorporation that lists at a minimum a President, Treasurer, and Director.
- The SSP Booster must then complete the Fiscal Sponsorship Agreement with the South St. Paul Open Foundation.
- The SSP Booster group must provide to the SSP Open a copy of their meeting minutes designating individuals who will be able to deposit and request funds as well as request any financial reports from their specific account within the SSP Open Foundation. Booster groups must submit their minutes each time the designated individuals list changes.
- See Booster Club Umbrella Process document for step by step directions.

How does a SSP Booster group deposit funds or request funds from their designated account within the SSP Open Foundation?

- The SSP Booster group will deliver their funds to be deposited or their invoice to be paid to The SSP Educational Foundation office located at 521 Marie Avenue, South St. Paul between the hours of 9:00 AM and 3:00 PM Monday through Friday.
- Deposits will be made every Monday. All deposits should be to the Educational Foundation Office (521 Marie Avenue) no later than noon on Monday. If Monday is a holiday, the deposit will be done on Tuesday of that week.
- A *SSP Open Account Deposit Form* must be attached to the deposit indicating the specific account within the booster group account it should be applied to.
- All checks being submitted for deposit should be made payable to the SSPOF.
- The request for funds must be accompanied by a *SSP Open Activity Account Request for Payment Form* and the invoice to be paid.
- The SSP Open Account Deposit Form/SSP Open Activity Account Request for Payment form must be signed by an individual whose name has been submitted to the SSP Open Foundation as a designee to deposit/request funds.

What if I have a SSP Open Activity Account Request for Payment Form or funds to deposit outside of the regular deposit hours?

- The SSP Educational Foundation has a locked drop box located on the lower right side of their office entrance at 521 Marie Avenue where you can deliver your request for payment or funds to be deposited.

When will my check be ready after I submit the proper SSP Open Activity Account Request for Payment Form and Invoice?

- Checks will be available on the 15th and 30th of each month or on the Friday closest to the 15th and 30th if those dates fall on a weekend.
- We will place the checks and invoice in the mail for you if appropriate postage has been placed on the envelope and the Request for Payment Form indicates the Booster group would like us to place in the mail after the check has been cut.

What happens if I need a check between the 15th and 30th?

- Emergency checks can be done on occasion by contacting the Foundation Office at (651) 457-9440 or sjakacki@sspps.org

How do I make a tax free purchase?

- Contact Lisa Brandecker at lbrandecker@sspps.org requesting a form for the booster club to submit to the company where the purchase will be made.
- A new form must be submitted for each purchase.

How and when can I obtain a copy of my Booster Group's financial report?

- Booster group financial reports can be requested by individuals whose names have been submitted for this purpose to the South St. Paul Open Foundation.
- Upon request, financial reports will be available on the 30th of each month or on the Friday closest to the 30th if it falls on a weekend.



HAVE A QUESTION?

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