



BOOSTER CHECKLIST

YEAR _____

NAME OF GROUP _____

- ☐ **FEIN & BOOSTER OFFICERS (WITH CONTACT INFO)**
- ☐ **CERTIFICATE OF LIABILITY INSURANCE**
- ☐ **BOOSTER AGREEMENT**
- ☐ **BUDGET**
- ☐ **FUNDRAISER REQUESTS**
- ☐ **ANNUAL FINANCIAL REPORT (DUE AT THE COMPLETION OF
YOUR SEASON)**



BOOSTER GROUP OFFICER INFORMATION

YEAR _____ **FEIN #** _____

Please fill in the name, address, and phone number of all newly elected or returning officers of your Montgomery County Schools Booster Group. This information is extremely important! Please send this information as soon as your officers have been elected. The deadline for providing this information is July 31 or within 30 days of the first transaction of the organization. You should also keep a copy for your records.

Name of Group _____

Name of School _____

OFFICER INFORMATION

President _____

Address _____

Phone() _____ **Email** _____

Vice President _____

Address _____

Phone() _____ **Email** _____

Secretary _____

Address _____

Phone() _____ **Email** _____

Treasurer _____

Address _____

Phone() _____ **Email** _____

Additional officers and board members may be attached or listed on the back of this sheet.

If your organization President changes at any time during the year, please notify the Central Office finance department at 859-497-8760.

****Please also submit a copy of your Certificate of Liability Insurance, Annual Financial Report for the previous fiscal year (July – June), Budget for the upcoming fiscal year, and Fundraiser requests. We also need an EXACT amount spent on the following items for the previous fiscal year for Title IX purposes: Equipment/Supplies, Travel, and Awards.**

Booster Club Agreement

This agreement is entered into by and between the Montgomery County Board of Education (hereafter referred to as "Board") and an entity known as _____ (hereafter referred to as the "Booster Club"). Through this Agreement, the parties intend to set forth the Terms and Conditions under which the Booster Club may operate and associate with students, teachers, coaches and school administrators at _____ school.

TERMS AND CONDITIONS

1. The Booster Club acknowledges that the Board is responsible for the promotion of education and the general health and welfare of all students attending the Montgomery County Public Schools. In addition, the Booster Club acknowledges that the Board has control and management of all school funds and all public school property in its district and may use its funds and property to promote public education (KRS 160.290). The Board and Booster Club acknowledge that the purpose of Booster Clubs is to assist and support but not to direct, interfere with, nor supplant the staff, existing activities, or athletic programs.
2. The Booster Club acknowledges that its activities may affect compliance with Title IX of the Educational Amendments of 1972 (Title 20, U.S.C. 1681-1687, et seq.) by _____ School and the Board. Likewise, the Booster Club acknowledges that, as a condition of membership in the Kentucky High School Athletic Association, representatives of _____ School and the Board must verify that the school complies with Title IX (702 KAR 7:065, Section 2[13]). Accordingly, the Booster Club agrees to provide all information requested by _____ School, the Board, or the Kentucky High School Athletic Association for purposes of determining Title IX compliance. The Booster Club further agrees to refrain from engaging in any activity which, in the opinion of the Principal and Athletic Director of _____ School or the Superintendent of the Montgomery County Public Schools, adversely affect the school's or the Board's ability to comply with Title IX.
3. The Booster Club shall, on or before July 1 submit a request to be recognized by the Board to the school Principal for the upcoming fiscal year. This request shall include by-laws, list of officers with their phone numbers and addresses, statement of objectives, and designated representatives for purposes of communicating with and providing true and accurate information to the Board and school Principal. If a Booster Club is formed after July 1, the above information will be furnished within 15 days of the execution of this agreement.
4. Upon request of the Principal or Athletic Director, or upon request of the Superintendent of the Montgomery County Public Schools, the Booster Club shall make available a full and complete list of its members.
5. In addition to complying with the requirements of Title 702 of the Kentucky Administrative Regulations, Chapter 3:130 (internal accounting), and all other relevant statutes and regulations, the Booster Club shall, upon the request of the Principal or Athletic Director of _____ School, or upon the request of the Superintendent/designee of the Montgomery County Public Schools, provide a full and complete accounting of all moneys raised, as well as a full and complete accounting of all moneys expended and provide an annual financial report to the Principal no later than July 25 for the year ended June 30. In addition, if requested to do so, the Booster Club shall also provide audited financial records concerning its activities.

Booster Club Agreement

6. Requests for fund-raising activities shall be directed in writing to the school Principal and Superintendent for approval within the first 30 days of school. These requests should be planned and approved by the Booster Club as reflected in booster minutes submitted with the requests. Additional requests during the year must be submitted to the school Principal for approval a minimum of 30 days prior to the fund-raising activity. No solicitation of funds or requests for donations shall be conducted by a Booster Club without approval of school Principal. All receipts and invoices related to approved fund-raising activities must be made available upon request for review by the school Principal and/or Superintendent/designee. A fund raising report must be made available to the school Principal at the close of each activity.
- The Booster Club shall submit an annual proposed schedule of events to the school Principal at the start of each school year. Events that require school personnel for supervision or custodial work are the responsibility of the Booster Club and must be compensated according to Board of Education policy.
7. The Principal and Athletic Director of _____ School and the Superintendent of the Montgomery County Public Schools expressly reserve the right to reject any fund-raising activity for any reason. The Booster Club agrees that it shall not engage in any fund-raising activity that has not been approved or that has been rejected by the Principal or Athletic Director or the Superintendent. Participation in booster activities by parents/guardians/relatives of student/athletes is not required for participation in Montgomery County School Athletics. No special considerations or restrictions can/will be placed on student athletes related to booster groups. Coaches shall not participate in voting on booster club activities.
8. A Booster Club organization using external accounts shall not use the state tax exempt or federal identification number of the school or district, but shall obtain a state tax exempt or federal identification number specifically and only for the use of the booster organization.
9. The Board of Education does not assume any financial responsibility for a Booster Club.
10. By executing this document through its designated representative, all members, officers, and representatives of the Booster Club agree to abide by the terms and conditions set forth below as well as those additional terms and conditions which may be required by the Board. The designated representative of the Booster Club represents and agrees that he/she will provide a copy of this agreement to all members of the Booster Club.

* * * * *

I hereby acknowledge that I am a representative of the _____ Booster Club and that I am authorized to act on its behalf. I further agree that this Booster Club and its members shall abide by the Terms and Conditions set forth above. I further agree to immediately report to the Principal and Athletic Director of _____ School and to the Superintendent of the Montgomery County Public Schools any violation or breach of this agreement. I understand that failure to comply with this agreement can result in the termination of the Board's approval for sanction of the Booster Club and that it will no longer be able to participate in fund-raising activities or make purchases on behalf of school athletic teams.

____ BY: _____ TITLE: _____
(Name of Booster Club)

STATE OF KENTUCKY COUNTY OF _____

Subscribed and sworn to before me on this the ____ day of _____, 20____, by _____.

NOTARY PUBLIC

My commission expires: _____

Review/Revised:2/23/09

SCHOOL ACTIVITY FUND SUPPORT/BOOSTER ORGANIZATION BUDGET

School		Year
Organization Name		
Organization Address		

Description	Receipts Budget	Expenditures Budget
Beginning Cash Balance		
Totals		

 Organization Treasurer

 Principal

 Organization President

 Date

SCHOOL ACTIVITY FUNDRAISER APPROVAL

School:	
Activity Account:	
External Support/Booster Organization:	
Name of Fundraiser:	
Location of Fundraiser:	On School Property Facility Request Completed: Yes or No
Sponsor:	
Sponsor Email:	Sponsor Phone Number:
Date Submitted:	
Purpose of fundraising activity (detailed):	
<p>Items to be sold: Per Board Policy 07.111, no foods or beverages may be sold during the school day outside of the National School Lunch program. Fund-raising activities held off of school grounds and not during the school day are not subject to regulatory requirements of 702 KAR 6:090 or federal competitive food limitations. When submitting a fund-raiser involving food, you must agree to abide by the requirements regarding competitive foods as set forth in Policy 07.111.</p>	
Beneficiary of fundraising activity:	
Date(s) scheduled:	
Names of adult supervisors of activity (chaperones, custodians, etc.):	
Athletic Fundraiser: Yes or No	
If yes, sport involved:	
Corresponding sport participating in fundraiser:	
Coach's Signature(corresponding sport required for athletic group):	Date:
Principal Signature:	
SBDM (if council policy):	
Superintendent's Signature:	
Office Use Only:	

SCHOOL BOOSTER/EXTERNAL SUPPORT GROUP ANNUAL FINANCIAL REPORT

YEAR: _____ SCHOOL: _____

NAME OF BOOSTER GROUP: _____

RECONCILIATION

Beginning Balance _____

Add: Revenue/Money received _____

Subtotal: _____

Less: Expenditures

Supplies/Equipment/Uniforms _____

Meals and Travel _____

Awards _____

Facilities _____

Ending Balance _____

Treasurer

Date