

SCS required Booster Club Information 2024-2025

Annual Financial Reports dated July 1, 2023 to June 30, 2024 are due at the July 16, 2024 Head Coach Meeting with D.T. Wells and Gina Amos!!

Then on to the rest !!!!!

Target date to turn in all required booster documents for the 2024-25 school year – August 14, 2024

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1. **AFR 23-24** – Annual financial reports dated July 1, 2023 through June 30, 2024. Two signatures required (school year just ended - President and Treasurer.)
 2. **Insurance** – A **one page** binder must be provided by all groups. Please be sure the **Scott County Board of Education (SCBOE) is named as both an additional insured and the certificate holder.** Cost is going to be in the \$200 to \$400 range depending on the depth of activity by the booster group.
 3. **Officers** – (*form attached) complete information is important. **Treasurer cannot be a Scott County Schools employee.**
 4. **Bank/EIN #-** (* on same form with officers) complete information is important.
 5. **Budget 24-25**(*form attached) Understand that your proposed budget will directly impact any fundraising you request for the coming year. **Two signatures required.** This year's booster president and treasurer. The building principal will make a determination on the approval of your budget and sign the authorizing document.
 6. **By Laws** – (samples available) – the use of last year's bylaws can be authorized by the booster club president or provide a signed version of an updated document.
 7. **SCBOE Notarized Agreement** (*form attached) **Notary and signatures required.** complete information is important. It is a 4 page document. You should return the final page (with notary seal) only.

Additional information

- Submit Fundraiser request to your building administration – principal signature required and remember your tentative budget will impact approvals.
- Provide 501C3 tax exempt status if your group acquired one thru the proper channels.
- Provide your Kentucky state tax exempt number if your booster group has one.
- Inform SCS if you have or have applied for a Charitable Gaming license.
- Suggest to all. . . that even teams without booster clubs should provide us with a parent representative that can be used as an additional line of communication.

SCOTT COUNTY SCHOOLS BOOSTER CHECKLIST

YEAR _____ SCHOOL _____

NAME OF GROUP _____

****FORM INCLUDED**

- _____ **AFR – ANNUAL FINANCIAL REPORT****
- _____ **CERTIFICATE OF LIABILITY INSURANCE**
- _____ **OFFICERS(WITH CONTACT INFO) BANK INFO (WITH FEIN #)****
- _____ **BUDGET ****
- _____ **BY-LAWS (___UPDATED OR ___USE LAST YEAR'S)**
- _____ **SCBOE NOTARIZED AGREEMENT****
- _____ **FUND RAISER REQUEST****

SCOTT COUNTY SCHOOLS

BOOSTER/EXTERNAL SUPPORT GROUP

AFR- ANNUAL FINANCIAL REPORT

YEAR-2023-24 SCHOOL _____
NAME OF BOOSTER GROUP _____

RECONCILIATION

BEGINNING BALANCE (July 1, 2023) _____

Add REVENUES by broad categories

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Subtotal all revenues _____

Less EXPENSES by broad category

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Subtotal all expenses _____

ENDING BALANCE (June 30, 2024) _____

President _____

Treasurer _____

Date _____

**Scott County Schools
Booster Information 2024 - 2025**

Group Name _____ Date _____

Team _____ School _____

Bank _____ EIN # _____

Officers (provide information requested below)

President - Name _____ Phone _____

Address _____ E-mail _____

Vice President - Name _____ Phone _____

Address _____ E-mail _____

Secretary- Name _____ Phone _____

Address _____ E-mail _____

Treasurer - Name _____ Phone _____

Address _____ E-mail _____

Birds Nest Athletics

**Go Cards!
Go Warhawks!**

**SCHOOL ACTIVITY FUND
SUPPORT/BOOSTER ORGANIZATION BUDGET**

School		Year	2024 - 25
Organization Name			
Organization Address			

Description	Receipts Budget	Expenditures Budget
Beginning Cash Balance		
RECEIPTS		
EXPENDITURES		
Totals	0	0

Organization Treasurer

Principal

Organization President

Date

Booster/Support Club Agreement

This Agreement is entered into by and between the Board of Education of Scott County (hereafter referred to as Board) and an entity known as [REDACTED] (hereafter referred to as the Booster/Support Club). Through this Agreement, the parties intend to set forth the Terms and Conditions under which the Booster/Support Club may operate and associate with students, teachers, coaches, and school administrators at the Scott County Public Schools.

TERMS AND CONDITIONS

1. The Booster/Support Club acknowledges that the Board is responsible for the promotion of education and the general health and welfare of all students attending the Scott County Public Schools. In addition, the Booster/Support Club acknowledges that the Board has control and management of all school funds and all public school property in its district and shall use its funds and property to promote public education ([KRS 160.290](#)). The Board and Booster/Support Club acknowledge that the purpose of Booster/Support Clubs is to assist and support but not to direct, interfere with, nor supplant the staff, existing activities, athletic and/or other programs.
2. The Booster/Support 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 the Board and one or more schools within the Scott County Public Schools. Likewise, the Booster/Support Club acknowledges that, as a condition of membership in the Kentucky High School Athletic Association (hereafter referred to as KHSAA), representatives of each high school and the Board must verify that the school complies with Title IX ([702 KAR 007:065](#), Section 2[13]). Accordingly, the Booster/Support Club agrees to provide all information requested by each high school, the Board, or the KHSAA for purposes of determining Title IX compliance. The Booster/Support Club further agrees to refrain from engaging in any activity which, in the opinion of the Principal and/or Athletic Director of each high school or the Superintendent of the Scott County Public Schools, adversely affect the school's or the Board's ability to comply with Title IX.
3. The Booster/Support Club shall, on or before September 1 of each school year, designate in writing a representative for purposes of communicating with and providing true and accurate information to the Board, which written designation shall be copied to the Principal of each affected school within the Scott County Public Schools.
4. Also, within the first 30 days of the school year or within 30 days of the first transaction for the Booster Club, a working budget should be submitted on Form F-SA-4B of the Accounting Procedures for Kentucky School Activity Funds. The budget should include detailed anticipated receipts and expenditures by category or activity.
5. On or before July 1 of each school year, the Booster/Support Club shall submit to the Superintendent, copying any Principal, a request to be recognized by the Board for the upcoming fiscal year. This request shall include by-laws, list of officers with their phone numbers and addresses, statement of objectives, providing true and accurate information to the Board. If a Booster/Support Club is formed after July 1, the above information will be furnished within fifteen (15) days of the execution of this Agreement.

Booster/Support Club Agreement

6. Upon written request of the Superintendent, any Principal and/or Athletic Director, the Booster/Support Club shall make available a full and complete list of its members, voting or nonvoting, as such membership is provided for in its by-laws or other governance document.
7. In addition to complying with the requirements of Title 702 of the Kentucky Administrative Regulations, Chapter 3:130 (Accounting Procedures for Kentucky School Activity Funds), sometimes referred to by reference to the Redbook incorporated into the Kentucky Board of Education regulation, and all other relevant statutes and regulations, the Booster/Support Club shall provide, upon the request of the Superintendent/designee, a full and complete accounting of all moneys raised, as well as a full and complete accounting of all moneys expended and shall provide an annual report to the Superintendent/designee no later than July 25 for the fiscal year ended June 30. In addition, if requested to do so, the Booster/Support Club shall also provide audited financial records concerning its activities.
8. Requests for fund-raising activities (fund-raising plan) shall be directed in writing to the Superintendent/designee, copying any Principal and/or Athletic Director, for presentation to the Board for approval within the first thirty (30) days of school with students in attendance. These requests should be planned and approved by the Booster/Support Club as reflected in the Booster/Support Club minutes submitted with the requests. Additional requests during the year must be submitted in the same manner for approval a minimum of thirty (30) calendar days prior to the desired fund-raising activity.
9. No solicitation of funds or requests for donations shall be conducted by a Booster/Support Club without approval of the Board. All receipts and invoices related to approved fund-raising activities must be made available upon request for review by the Superintendent/designee. A fund-raising report must be provided to the Superintendent/designee, copying any Principal and/or Athletic Director, at the close of each activity. Booster/Support Club funds may not be expended to support or otherwise benefit any Board endorsed or sponsored student group, club, or athletic team without voted upon Board approval.

The Booster/Support Club shall submit in writing an annual proposed schedule of events to each involved school Principal, copying the Superintendent/designee, not later than September 1 of each school year. Events that require school personnel for supervision or custodial work are the responsibility of the Booster/Support Club and must be compensated according to school policy.

The Board expressly reserves the right to reject any fund-raising activity for any reason. The Booster/Support Club agrees that it shall not engage in any fund-raising activity which has not been approved or which has been rejected by the Board. Participation in Booster/Support Club activities by parents/guardians/custodians of a student may not be required for participation in any Scott County Public Schools club or athletic team. No special considerations or restrictions can/will be placed on students related to Booster/Support Club groups. The Booster/Support Club will not permit credit to be earned through fund-raising for an individual student in lieu of fees or costs associated with a club or athletic team. No employee of the Scott County Public Schools shall participate in voting on Booster/Support Club activities.

10. A Booster/Support Club organization using external accounts shall not use the state tax exempt or federal identification number of a Scott County school or the Board but shall obtain a state tax exempt or federal identification number specifically and only for the use of the Booster/Support Club organization.
11. The Board does not assume any financial responsibility for a Booster/Support Club.
12. By executing this document through its designated representative, all members, officers, and representatives of the Booster/Support Club agree to abide by the terms and conditions set forth as well as those additional terms and conditions that may be required by the Board. The designated representative of the Booster/Support Club represents and agrees that he/she will provide a copy of this Agreement to all members of the Booster/Support Club.
13. This Agreement is specifically for the **2024-2025** school year and may be immediately terminated in writing by either party by providing written notice to the other party. Any request by a Booster/Support Club for a renewal of this Agreement, with or without changes, must be made in writing to the Board not later than June 1 preceding the school year the Booster/Support Club desires to be recognized by the Board. The renewal of this Agreement will be specifically in part conditioned upon the Booster/Support Club having timely and satisfactorily submitted to the Superintendent/designee the previous school year's financial report.

Booster/Support Club Agreement

I hereby acknowledge that I am a representative of the _____ Booster/Support Club and that I am authorized to act on its behalf. I further agree that this Booster/Support Club and its members shall abide by the Terms and Conditions set forth above. I further agree to immediately report to the Superintendent/designee, any Principal and/or Athletic Director 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/Support Club and that it will no longer be able to participate in fund-raising activities on behalf of any school club/athletic team sponsored or endorsed by the Board.

(NAME OF BOOSTER CLUB)

BY: _____

Signature and Title

Printed Name

COMMONWEALTH OF KENTUCKY

COUNTY OF _____

Subscribed and sworn to before me by _____ on this the _____ day of _____, 2024 .

My Commission expires: _____

NOTARY PUBLIC

**BOARD OF EDUCATION OF SCOTT
COUNTY SCHOOLS**

BY: _____

Chairperson

Printed Name

ATTEST: _____

Board Secretary/Superintendent

COMMONWEALTH OF KENTUCKY

COUNTY OF _____

Subscribed and sworn to before me by _____ on this the _____ day of _____, 2024 .

My Commission expires: _____

NOTARY PUBLIC

Review/Revised:9/13/2011

SCHOOL ACTIVITY FUND FUNDRAISER APPROVAL

School
Activity Account
External Support/Booster Organization
Name of Fundraiser
Sponsor
Date Submitted

Purpose of fundraising activity:

Items to be sold:

Beneficiary of fundraising activity:

Date(s) scheduled:

Names of adult supervisors of activity (chaperones, custodians, etc.):

Athletic Fundraiser		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, sport involved:			
Corresponding sport participating in fundraiser?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Coach's signature (corresponding sport)	Date		

Circle One: **Approved** **Disapproved** **Date:** _____

Principal	Date
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SBDM Council (If council policy)	Date
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Superintendent as directed by Board (If School-Wide fundraiser)	Date
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