Booster Club Reporting

Mercer County Schools
530 Perryville Street
Harrodsburg, KY 40330
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2026-2027

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Agreement Form

The agreement form needs to be completed every year. These forms are submitted to the Board of Education for approval. Without this form, your boosters can not operate.

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* We will notarize the forms at Central Office.

This information needs to be updated annually or anytime there is a change of officers. Please use the Google Form on our website to submit this information.

All Booster Club Information/Forms can be found on our website, www.mercer.kyschools.us/booster-club-information

All external booster clubs are required to have bylaws. These bylaws serve as your governing document and roadmap for how you will operate. This year, ALL boosters clubs will need to upload their bylaws.

Bylaws are essential to maintain tax-exempt status 501(c)(3), ensure financial transparency, and establish a clear, consistent structure of effective operations, sustainability, and legal protection.

Operating Budget

Each booster club is required to submit an operating budget for the current fiscal year. The budget shall include estimated amounts for income and expenses. Additionally, the budget must be approved by the membership of the club and recorded into the meeting minutes.

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Schedule of Events

- Tentative
- Includes booster club sponsored events
    - Fundraisers
    - Team Events
    - EOY Celebrations

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- Form
- Each fundraiser requires a form.
- Allows principals to monitor fundraising
- Submit without principal signature, they will sign after once reviewed and contact if there is any issue.

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Liability Insurance

- All booster club are required to have liability insurance coverage.
- Most use Whitenack and Souder
- Cost typically around $200

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Annual Financial Report is for the previous fiscal year. Fiscal year is from July 1 to June 30.

This upcoming report will cover July 1, 2025 to June 30, 2026.

Title IX Report Form

Report covers the same period as the Annual Financial Report (AFR).

Best practice is to categorize expenses each month into one of the categories to make generating report easier.

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Booster Club Reporting Guidelines

Due no later than **July 25th**. Failure to do so will result in the following late fee schedule once reports are submitted in full:

- September 1st and September 30th: $100 late fee
- October 1st and October 31st: $200 late fee
- November 1st and November 30th: $300 late fee
- December 1st and December 31st: $400 late fee

Reports in full submitted after January 1, will adhere to following:

- An additional $100 a month late fee will be assessed for every month reporting is late.
- Booster Club will be placed on probation for the remainder of the fiscal year.
- Penalty to comply could result in the insolvency of the booster club.

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Questions?

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