

## **Booster Club Reporting Procedures**

All Booster Club documentation as outlined below is due to representatives of the Mercer County School District no later than August 31. Failure to do so will result in the following late fee schedule:

Reports in full submitted between September 1st and September 30th: \$100 late fee

Reports in full submitted between October 1st and October 31st: \$200 late fee

Reports in full submitted between November 1st and November 30th: \$300 late fee

Reports in full submitted between 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
- If Booster Club fails to submit the following year's paperwork on time, the Booster Club will be suspended from operations for the remainder of the fiscal year. For example, if Booster Club submits 2022-2023 paperwork after January 1, 2024, Booster Club will be on probation for the remainder of the 2023 fiscal year. If the Booster Club submits required reporting for 2023-2024 after September 1, 2024, the Booster Club will be suspended from operations for the 2024 fiscal year.

### **Required Booster Club Reporting**

- Title IX Report
- Booster Club Information
- Booster Club Agreement Form
  - Must be approved/signed by principal upon submission
- Copy of your By-Laws
- Copy of your Proposed Schedule of Events
- Organizational Budget Form Worksheet
  - Must be approved/signed by principal upon submission
- Annual Financial Report
  - Must be approved/signed by principal upon submission
- Fundraiser Approval Forms (One per fundraiser)
  - Must be approved/signed by principal upon submission
- Copy of your General Liability Insurance Form