DICKSON COUNTY SCHOOLS
School Support Organizations

Complete this form and return it to the Central Office prior to September 1 of the current school year. Approval is required annually prior to soliciting, raising, or collecting money, materials, property, or securities to support a school.

Agreement

Organization Name _____ **Federal EIN**_____

School(s) _____

For the benefit of (circle one): total school or specific program/group

School Year: 20____ to 20_____

If specific program/group provide name of program/group _____

List officers with contact information:

President _____
Name Phone E-mail or mailing address

Vice President _____
Name Phone E-mail or mailing address

Secretary _____
Name Phone E-mail or mailing address

Treasurer _____
Name Phone E-mail or mailing address

Other _____
Name Phone E-mail or mailing address

Other _____
Name Phone E-mail or mailing address

Bank Name _____ **Last 4 digits of Account** _____

Authorized Check Signer(s) _____

Please attach the following:

- ☐ Nonprofit Documentation (if applicable)
- ☐ Constitution/Bylaws
- ☐ Goals/Objectives
- ☐ Accounting Procedures
- ☐ Annual Financial Report (Beginning Cash Balance, Total Receipts, Total Disbursements, and Ending Cash Balance for the previous fiscal year)

*** Note- this form consists of two (2) pages. Please be sure to complete both pages.**

Read the following statements and check the box indicating agreement.

☐ This organization agrees to work in coordination with the mission and beliefs of the System and the school for the overall benefit of the school.

☐ This organization agrees to work in coordination with the school principal and/or other school leaders.

☐ This organization agrees to abide by the System's policies regarding School Support Organizations.

☐ This organization agrees that all fundraising activities conducted on behalf of the school or utilizing school property, facilities, students, staff, or the school's name, logo, or mascot shall receive written approval from the principal and the Director of Schools or designee prior to advertising, soliciting, collecting funds, or conducting the fundraising activity.

☐ This organization agrees to indemnify the Board, the Director, and all other agents of the System agency for the actions of the School Support Organization.

☐ This organization shall abide by all Federal, State, and local laws, ordinances, and regulations in its activities.

☐ This organization shall operate within the applicable standards and guidelines set by a related state association, if applicable, and shall not promote, encourage, or acquiesce in any violation of student or team eligibility requirements, conduct codes, or sportsmanship standards.

☐ This organization will not use the school name or school logo without permission of the principal.

☐ This organization's officers shall ensure that School Support Organization funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the organization.

☐ This organization shall provide access to all books, records and bank account information for the School Support Organization to officials of the local school board, local school principal, or auditors of the office of the Comptroller of the Treasury upon request.

☐ This organization verifies that a school representative is not treasurer/bookkeeper or the signatory on checks.

☐ This organization agrees to maintain adequate internal controls, including the segregation of financial duties whenever practical, timely bank reconciliations, and supporting documentation for all receipts and disbursements.

☐ The officers of this organization certify that no officer, director, member, or school employee shall receive any personal financial benefit from the organization's funds or assets except for reimbursement of reasonable, properly documented expenses approved in accordance with the organization's policies. Any actual or potential conflict of interest shall be disclosed to the organization's governing body and managed appropriately.

_____	_____	_____	_____
President Signature	Date	School Principal Signature	Date
_____	_____	_____	_____
Other Officer Signature	Date	Director of Schools Signature	Date

DICKSON COUNTY SCHOOLS
School Support Organization Questions

What is a School Support Organization?

"School support organization" means a booster club, foundation, parent teacher association, parent teacher organization, parent teacher support association, or any other nongovernmental organization or group of persons whose primary purpose is to support a school district, school, school club, or academic, arts, athletic, or social activities related to a school, that collects or receives money, materials, property or securities from students, parents, or members of the general public.

Why is the School Support Organization Law Necessary?

The Act requires school support organizations to satisfy a basic set of regulatory requirements that include, but are not limited to

(1) providing documentation of the organization's status as a nonprofit organization, foundation, or chartered member of a nonprofit organization or foundation, the goals and objectives of the organization, and the telephone number, address, and position of each officer of the organization.
(2) submitting a form annually that verifies the organization's continued existence, updates the documentation previously submitted, and submitting a statement of total revenues and disbursements
(3) obtaining the approval of the director of schools or the director's designee before the organization undertakes any fundraising activities
(4) maintaining detailed statements of receipts and disbursements, meeting minutes, a copy of the organization's charter, its bylaws
(5) operating within applicable standards and guidelines set by a related state association and
(6) ensuring that funds are safeguarded and are spent only for purposes related to the goals and objectives of the organization by adopting written policies establishing procedures for accounting, controlling and safeguarding money collected and disbursed.

What Can a School Support Organization Not Do?

49-2-608. Prohibited actions.
A nongovernmental group or organization, including all school support organizations, may not:

(1) Use the school's or school district's sales tax exemption to purchase items;
(2) Represent or imply that its activities, contracts, purchases, or financial commitments are made on behalf of or binding upon any school or school district;
(3) Use school support organization funds for a purpose other than purposes related to the goals and objectives of the school support organization that relate to supporting a school district, school, school club or school academic, arts, athletic, or social activity; or
(4) Maintain or operate a bank account that bears the employer identification number of a school board, school, or any other school related governmental entity. From July 1, 2007, any funds deposited into the bank account shall be presumed to be a donation to the entity whose employer identification number is used and shall be treated as student activity funds.

What Does Board Policy Say?

Dickson County Board of Education Policies related to Student Organizations.
https://tsba.net/dickson-county-board-of-education-policy-manual/

2.404 School Support Organizations
6.700 Student Activities
6.701 Extracurricular Activities
6.702 Student Solicitations/Fundraising Activities
6.703 Student Clubs and Organizations

Here is the procedures manual that must be followed for all SSO's
https://comptroller.tn.gov/content/dam/cot/la/documents/manuals/SSO%20MANUAL-2020%20UPDATE%20-%20redesign-Final.pdf

Need information about becoming a 501(c)(3)?

Visit the IRS website at www.irs.gov and search "Apply for 501(c)(3)."

Please sign and date this form acknowledging you have read and understand the School Support Organization Policies and Procedures as outlined in this document.

_____ _____ _____ _____
President Signature Date Other Officer Signature Date