

| Maury County Board of Education | | | |
|--|---|----------------------------------|---------------------------------|
| Monitoring: Review: Annually, in January | Descriptor Term: School Support Organizations | Descriptor Code: 2.404 | Issued Date: 03/23/17 |
| | | Rescinds: 2.4041 | Issued: 03/02/15 |

1 **INTRODUCTION**

2 Only a group or organization that has entered into a written cooperative agreement with the Board may
 3 use the name, mascot or logo of a school or the school district to solicit or raise money, materials,
 4 property, securities, services, or other things of value.¹

5 A civic organization operating concessions or parking at school-sponsored events is not a school support
 6 organization subject to this policy.

7 **REPORTING AND RECORDS**

8 Any forms, annual reports, or financial statements submitted shall be open to public inspection as a
 9 public record.

10 **PROCEDURES**

11 The superintendent of schools shall create procedures to oversee the relationship between the Board and
 12 any school support organization. These procedures shall include, at a minimum, the following:

13 1. Any agreement between the Board and a school support organization shall be in writing and
 14 signed by the superintendent of schools or the superintendent of schools' designee and an
 15 authorized agent of the school support organization seeking authorization. This agreement shall
 16 contain, at a minimum, the following provisions:

17 a. An agreement to abide by any policies and procedures regarding school support
 18 organizations; and,

19 b. An agreement to indemnify the Board, the superintendent of schools and all other agents
 20 of the local education agency for the actions of the school support organization.

21 2. Prior to entering into any agreement, a school support organization shall submit the following to
 22 the superintendent of schools or the superintendent of schools' designee:

23 a. Documentation confirming the school support organization's status as a nonprofit
 24 organization, foundation, or a chartered member of a nonprofit organization or
 25 foundation;

26 b. A written statement of the goals and objectives of the group or organization;

- 1 c. The principal contact telephone and address, as well as the telephone number, address,
2 and position of each officer of the group or organization; and,
- 3 d. A copy of the school support organization's written policy specifying reasonable
4 procedures for accounting, controlling, and safeguarding any money, materials, property,
5 securities, services, or other things of value collected or disbursed by it.
- 6 3. The superintendent of schools shall designate a date prior to the beginning of the regular school
7 year for the school support organization to submit a form to the superintendent of schools or the
8 superintendent of schools' designee which verifies the information previously provided by the
9 school support organization is correct or, if the information is no longer correct, that date shall
10 be the deadline for any corrections.
- 11 4. The school support organization shall abide by all applicable Federal, State and local laws,
12 ordinances and regulations in its activities.
- 13 5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
14 documentation of its recognition as a nonprofit organization.
- 15 6. The school support organization shall maintain financial records for a period of at least four (4)
16 years.
- 17 7. The school support organization shall operate within the applicable standards and guidelines set
18 by a related state association, if applicable, and shall not promote, encourage or acquiesce in any
19 violation of student or team eligibility requirements, conduct codes or sportsmanship standards.
- 20 8. The school support organization's officers shall ensure that school support organization funds
21 are safeguarded and are spent only for purposes related to the stated goals and objectives of the
22 organization.
- 23 9. The school support organization shall obtain the approval from the Principal of the school before
24 undertaking any fundraising activity. The Principal of the school shall consider, at a minimum,
25 the following when approving or denying a request by a school support organization to engage
26 in a fundraising activity:
- 27 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of
28 the school district or an individual school within that district; and,
- 29 b. Whether the fundraising activity is consistent with the goals and mission of the school or
30 school district.
- 31 10. The school support organization shall provide access to all books, records, and bank account
32 information for the school support organization to officials of the local school board, local school
33 principal, or auditors of the office of the comptroller of the treasury upon request.
- 34 11. A school representative cannot act as a treasurer or bookkeeper for a school support organization,
35 or be a signatory on the checks for a school support organization. A majority of the voting

1 members of any school support organization board should not be composed of school
2 representatives.

3 The superintendent of schools may enact procedures to suspend or revoke the authorization of any school
4 support organization for a failure to abide by the policies and procedures regarding school support
5 organizations and present to the Board.

6 **OPERATION OF A SCHOOL BOOKSTORE**

7 The principal of a school may enter into an agreement with a recognized school support organization for
8 the operation of a bookstore located on school grounds, which makes direct sales to students and

9 faculty, pursuant to procedures promulgated by the superintendent of schools. These procedures shall
10 provide, at a minimum, the following:

- 11 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support
12 of the school; and
- 13 2. The school support organization provides the school with the relevant collection documentation
14 that would have been required pursuant to the provisions of the manual produced under § 49-2-
15 110 for student activity funds.

16 The superintendent of schools may provide such other procedures and forms as he or she deems
17 necessary.

18 **CONCESSIONS AND PARKING**

19 The principal of a school may agree to allow an authorized school support organization to operate and
20 collect money for a concession stand or parking at a related school academic, arts, athletic, or social
21 event on school property without the prior approval of the superintendent of schools or superintendent
22 of schools's designee. Any money payable to the school pursuant to the agreement with the principal
23 will be considered school support group funds and not student activity funds if the school support
24 organization provides the school with the relevant collection documentation required by the student
25 activity funds manual produced by the State.

Legal References

1. TCA § 49-2-604.