

Maury County Board of Education			
Monitoring: Review: Annually, in January	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 03/02/21
		Rescinds: 2.404	Issued: 02/03/20

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

8
9 **REPORTING AND RECORDS**

10
11 Any forms, annual reports, or financial statements submitted shall be open to public inspection as a
12 public record.

13 **PROCEDURES**

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

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

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

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

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

26 a. Documentation confirming the school support organization's status as a nonprofit
27 organization, foundation, or a chartered member of a nonprofit organization or
28 foundation;

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

30

- c. The principal contact telephone and address, as well as the telephone number, address, and position of each officer of the group or organization; and,
 - d. A copy of the school support organization's written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it.
 - e. Annually, prior to the beginning of the school year, the organization shall submit a form to the director of schools that verifies the organization's continued status as a non-profit entity and also update the information for current officers.
 - f. School support organizations (SSO) shall annually, after the end of the school year, provide to the director of schools, a statement of total revenues and disbursements.
 - g. School support organizations must obtain the approval of the director of schools prior to scheduling any fundraising activity
3. The superintendent of schools shall designate a date prior to the beginning of the regular school year for the school support organization to submit a form to the superintendent of schools or the superintendent of schools' designee which verifies the information previously provided by the school support organization is correct or, if the information is no longer correct, that date shall be the deadline for any corrections.³
4. The school support organization shall abide by all applicable Federal, State and local laws, ordinances and regulations in its activities.
5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and documentation of its recognition as a nonprofit organization.
6. The school support organization shall maintain financial records for a period of at least four (4) years.
7. The school support 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.
8. The school support 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.
9. The school support organization shall obtain the approval from the Principal of the school before undertaking any fundraising activity. The Principal of the school shall consider, at a minimum, the following when approving or denying a request by a school support organization to engage in a fundraising activity:⁴
 - a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the school district or an individual school within that district; and,

1 b. Whether the fundraising activity is consistent with the goals and mission of the school or
2 school district.

3 10. The school support organization shall provide access to all books, records, and bank account
4 information for the school support organization to officials of the local school board, local school
5 principal, or auditors of the office of the comptroller of the treasury upon request.

6 11. A school representative cannot act as a treasurer or bookkeeper for a school support organization,
7 or be a signatory on the checks for a school support organization. A majority of the voting
8 members of any school support organization board should not be composed of school
9 representatives.⁵

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

13 **OPERATION OF A SCHOOL BOOKSTORE**

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

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

18 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support
19 of the school; and

20 2. The school support organization provides the school with the relevant collection documentation
21 that would have been required pursuant to the provisions of the manual produced under § 49-2-
22 110 for student activity funds.

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

25 **CONCESSIONS AND PARKING**

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

33 **School Support Organizations—Defined**

34 School support organizations include the following organizations that collect or receive money,
35 materials, or property from students, parents, or members of the general public and whose primary
36 purpose is to support a school district, school, school club, or academic, arts, athletic, or social activities
37 related to a school:

- 1
- 2 1. booster club
- 3 2. foundation
- 4 3. parent-teacher association
- 5 4. parent-teacher organization
- 6 5. parent-teacher support organization, or
- 7 6. any other nongovernmental organization

8 **School Representative—Defined**

9 If the SSO's primary mission is to support a school system or individual school, then a school
10 representative includes:

- 11 1. a school board member;
- 12 2. the director of schools;
- 13 3. a principal; and
- 14 4. any person primarily responsible for accounting for either school system or individual school funds.

15 If the SSO's primary mission is to support a local school club or academic, arts, athletic, or social
16 activity related to a school, then a school representative includes:

- 17 1. a school board member;
- 18 2. the director of schools;
- 19 3. a principal;
- 20 4. any person primarily responsible for accounting for either school system or individual
21 school funds; and
- 22 5. any school system employee who is charged with directing or assisting in directing the related
23 school club or activity.

24 School representative does specifically include coaches, assistant coaches, band
25 directors, or any other school sponsor of a related club or activity.

Legal References

1. TCA 49-2-604(a)
2. TCA 49-2-604(b)(1)
3. TCA 49-2-604(b)(1)(B)
4. TCA 49-2-604(b)(2)
5. TCA 49-2-604(g)
6. TCA 49-2-110