School Support Organization
Board Policy 2.404

Complete this form and return it to the school office no later than August 1, 2018. Approval is required prior to soliciting, raising, or collecting money, materials, property or securities to support a school program.

Agreement

Organization Name _____

School(s) _____

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

School Year: 2018-19

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

List officers with contact information:

President _____
Name Phone email or mailing address

Vice President _____
Name Phone email or mailing address

Secretary _____
Name Phone email or mailing address

Treasurer _____
Name Phone email or mailing address

Other _____
Name Phone email or mailing address

Other _____
Name Phone email or mailing address

Please attach the following:

1. Documentation confirming the organization's status as a nonprofit organization, foundation, or a chartered member of a nonprofit foundation or organization.
2. Purpose, goals and objectives of the group organization.
3. Written procedures for accounting, controlling and safeguarding any money, materials, property, securities, services or other things of value collected or distributed.

***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 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 shall obtain the approval of the Director/designee before undertaking any fundraising activity that utilizes any property or facilities owned or operated by the school system.

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 a detailed statement of receipts and disbursements to the school principal or, if no school principal is applicable, to the director of schools or the director's designee no later than June 15 of the current school year.

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 agrees to maintain financial records for a period of at least four (4) years.

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

This organization verifies that a majority of the voting members of the board is not composed of school representatives.

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

The director may enact procedures to suspend or revoke the authorization of any school support organizations for a failure to abide by the policies and procedures regarding school support organizations.