

INSTRUCTIONS ON HOW TO BECOME A SCHOOL SUPPORT ORGANIZATION TIPTON COUNTY SCHOOLS

1. Complete and mail the Charter for Nonprofit Corporation application (Secretary of State, Attn: Corporate Filings). SSOs are exempt from the \$100 filing fee and must be indicated as exempt in item 12 of the application form. For more information, go to <https://sos.tn.gov/business-services/non-profit-corporations>.
2. Once the Charter application has been approved and filed by the State, it will be returned to the organization by mail.
3. Turn in the following items to Tipton County Schools' Chief Financial Officer to be presented to the School Board for approval:
 - A copy of the Recognition and Cooperative Agreement Form with all items listed on the form attached
 - A copy of the approved Charter for Nonprofit Corporation application
 - SSO Officer Contact List

Once all of the above has been received by the CFO, s/he will present the organization's information to the School Board for recognition/approval. SSO representatives are not required to attend the Board meeting. The School Support Organization will be notified of the approval. No funds may be raised until the organization is sanctioned by the School Board.

Note: School Support Organizations that were established and approved at the school level prior to the adoption of policy 2.404 (November 2019) will follow the steps listed on the School Support Organization Verification Form beginning with the school year 2020-2021.