

# Weakley County Board of Education



Monitoring:

Descriptor Term:

## School Support Organizations

Descriptor Code:

2.404

Issued Date:

12/6/2007

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### INTRODUCTION<sup>1</sup>

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

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

### REPORTING AND RECORDS

The director or the director's designee shall annually post a list of organizations that are recognized as school support organizations on the school district's web site.

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

### PROCEDURES

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

1. Any agreement between the Board and a school support organization shall be in writing and signed by the director or the director's designee and an authorized agent of the school support organization seeking authorization. This agreement shall contain, at a minimum, the following provisions:
  - a. An agreement to abide by any policies and procedures regarding school support organizations; and,
  - b. An agreement to indemnify the Board, the director and all other agents of the local education agency for the actions of the school support organization.
2. Prior to entering into any agreement, a school support organization shall submit the following to the director or the director's designee:
  - a. Documentation confirming the school support organization's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation;

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Legal Reference:

<sup>1</sup> TCA 49-2-601, et seq.

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- 2       b. A written statement of the goals and objectives of the group or organization;
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- 4       c. The principal contact telephone and address, as well as the telephone number,
- 5       address, and position of each officer of the group or organization; and,
- 6
- 7       d. A copy of the school support organization's written policy specifying reasonable
- 8       procedures for accounting, controlling, and safeguarding any money, materials,
- 9       property, securities, services, or other things of value collected or disbursed by it.
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- 11       3. The director shall designate a date prior to the beginning of the regular school year for the
- 12       school support organization to submit a form to the director or the director's designee
- 13       which verifies the information previously provided by the school support organization is
- 14       correct or, if the information is no longer correct, that date shall be the deadline for any
- 15       corrections.
- 16
- 17       4. The director shall designate a date after the end of the school year, by which time the
- 18       school support organization shall provide a detailed statement of receipts and
- 19       disbursements to the applicable school principal or, if no school principal is applicable, to
- 20       the director or the director's designee.
- 21
- 22       5. The school support organization shall abide by all applicable Federal, State and local
- 23       laws, ordinances and regulations in its activities.
- 24
- 25       6. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
- 26       documentation of its recognition as a nonprofit organization.
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- 28       7. The school support organization shall maintain financial records for a period of at least
- 29       four (4) years.
- 30
- 31       8. The school support organization shall operate within the applicable standards and
- 32       guidelines set by a related state association, if applicable, and shall not promote,
- 33       encourage or acquiesce in any violation of student or team eligibility requirements,
- 34       conduct codes or sportsmanship standards.
- 35
- 36       9. The school support organization's officers shall ensure that school support organization
- 37       funds are safeguarded and are spent only for purposes related to the stated goals and
- 38       objectives of the organization.
- 39
- 40       10. The school support organization shall obtain the approval of the director or the director's
- 41       designee before undertaking any fundraising activity that utilizes any property or
- 42       facilities owned or operated by the local education authority. The director of the
- 43       director's designee shall consider, at a minimum, the following when approving or
- 44       denying a request by a school support organization to engage in a fundraising activity:
- 45

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- 1 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising
- 2 activity of the school district or an individual school within that district; and,
- 3 b. Whether the fundraising activity is consistent with the goals and mission of the
- 4 school or school district.

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6 11. The school support organization shall provide access to all books, records, and bank

7 account information for the school support organization to officials of the local school

8 board, local school principal, or auditors of the office of the comptroller of the treasury

9 upon request.

10

11 12. A school representative cannot act as a treasurer or bookkeeper for a school support

12 organization, or be a signatory on the checks for a school support organization. A

13 majority of the voting members of any school support organization board should not be

14 composed of school representatives.

15

16 The director may enact procedures to suspend or revoke the authorization of any school support

17 organization for a failure to abide by the policies and procedures regarding school support

18 organizations.

### 19

### 20 **CONCESSIONS AND PARKING**

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22 The principal of a school may agree to allow an authorized school support organization to

23 operate and collect money for a concession stand or parking at a related school academic, arts,

24 athletic, or social event on school property without the prior approval of the director or director's

25 designee. Any money payable to the school pursuant to the agreement with the principal will be

26 considered school support group funds and not student activity funds if the school support

27 organization provides the school with the relevant collection documentation required by the

28 student activity funds manual produced by the State.