

Maryville City Schools
Administrative Procedure 2.404
School Support Organizations

The procedures and agreements outlined in this document are intended for those organizations that support the Maryville City Schools in any capacity and operate both fundraising and disbursement of funds independently from the schools' general accounting systems. Additional guidance and forms are available on the MCS website.

Organization

1. 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;
 - b. A written statement of the goals and objectives of the group or organization;
 - c. The principal contact telephone and address, as well as the telephone number, 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, services, or other things of value collected or disbursed by it.
2. On or before July 15, the school support organization shall provide a detailed statement of receipts and disbursements for the previous year to the applicable school principal or, if no school principal is applicable, to the director or the director's designee.
3. On or before August 1, the school support organization must submit a form to the director or the director's designee which verifies the correctness of the information previously provided by the school support organization. If the information is no longer correct, this date shall be the deadline for any corrections.
4. A school representative or any individual who is primarily responsible for accounting for school systems funds or the funds of an individual school cannot act as treasurer or bookkeeper, nor can they be listed as a signatory for the support organization (TCA 49-2-604g). A majority of the voting members of the organization cannot be made up of school representatives/employees.

SCHOOL SUPPORT ORGANIZATION AGREEMENT

Organization: _____

By signing below, you are indicating agreement to the following statements:

1. The organization agrees to abide by any policies and procedures regarding school support organizations; and,
2. The organization agrees to indemnify the Board, the director, and all other agents of the local education agency for the actions of the school support organization.
3. The organization agrees to abide by all applicable federal, state, and local laws, ordinances, and regulations in its activities.
4. The organization agrees to maintain a copy of its charter, bylaws, minutes, and documentation of its recognition as a nonprofit organization.
5. The organization agrees to maintain financial records for a period of at least four (4) years.
6. The organization agrees to 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.
7. The organization's officers agree to ensure that school support organization funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the organization.
8. The organization agrees to obtain the approval of the Director of Schools or his/her designee before undertaking any fundraising activity.
9. The school support organization agrees to 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.
10. The organization agrees to maintain financial records for a period of at least four (4) years.
11. The organization verifies that a school representative is not treasurer/bookkeeper or the signatory on checks.
12. The organization verifies that a majority of the voting members of the board is not composed of school rep.

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.