

**Maryville City Schools**  
**School Support Organization Agreement**

This agreement is intended for those organizations that support the Maryville City Schools (MCS) in any capacity and operate both fundraising and disbursement of funds independently from the schools' general accounting systems. This form must be completed annually and returned to the MCS Finance Department by July 15. Approval is required prior to soliciting, raising, or collecting money, materials, property, or securities to support a school program.

**Organization Name:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

**For the benefit of (circle one):**    (1) District    (2) Individual School(s)    (3) Specific Program/Group

**If individual school(s) or specific program/group, name of school(s) or group:**

\_\_\_\_\_

**List officers with contact information:**

President: \_\_\_\_\_

Name	Phone	email or mailing address
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Vice President: \_\_\_\_\_

Name	Phone	email or mailing address
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Secretary: \_\_\_\_\_

Name	Phone	email or mailing address
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Treasurer: \_\_\_\_\_

Name	Phone	email or mailing address
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Other: \_\_\_\_\_

Name	Phone	email or mailing address
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Other: \_\_\_\_\_

Name	Phone	email or mailing address
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Please attach documentation confirming the organization's status as a nonprofit organization, foundation, or a chartered member of a nonprofit foundation or organization.

**If this is an initial application to become a School Support Organization, please attach the following:**

1. Purpose, goals and objectives of the group organization.
2. 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.**

**SCHOOL SUPPORT ORGANIZATION AGREEMENT**

Organization: \_\_\_\_\_

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

1. The organization agrees to abide by all Maryville City Schools 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. Officers of the school support organization must attend/review the annual training provided by the Maryville City Schools Board of Education.
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 representatives.
13. Before submitting a request for a gaming event to the State of Tennessee's Division of Charitable Solicitations and Gambling, the School Support Organization shall obtain prior approval from the gaming event from the Principal and Director of Schools.

\_\_\_\_\_  
**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.