

Maryville City Board of Education

Monitoring: Review: Biennially in September	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 11/05/18
		Rescinds: 4.13	Issued: 09/19/16

1 *General*

2 Only a group or organization that has entered into a written cooperative agreement with the Board may
3 use the name, mascot, or logo of a school or the school district to solicit or raise money, materials,
4 property, securities, services, or other things of value.¹

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

7 **REPORTING AND RECORDS**

8 The Director of Schools or his/her designee shall annually post a list of organizations that are
9 recognized as school support organizations on the school district's web site.

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

12 **PROCEDURES**

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

15 1. Any agreement between the Board and a school support organization shall be in writing and
16 signed by the Director of Schools /designee and an authorized agent of the school support
17 organization seeking authorization. This agreement shall contain, at a minimum, the following
18 provisions:

19 a. An agreement to abide by any policies and procedures regarding school support
20 organizations; and

21 b. An agreement to indemnify the Board, the Director of Schools, and all other agents of
22 the local education agency for the actions of the school support organization.

23 2. Prior to entering into any agreement, a school support organization shall submit the following
24 to the Director of Schools/designee:²

25 a. Documentation confirming the school support organization's status as a nonprofit
26 organization, foundation, or a chartered member of a nonprofit organization or
27 foundation;

- 1 b. A written statement of the goals and objectives of the group or organization;
- 2 c. The principal contact's telephone and address as well as the telephone number, address,
3 and position of each officer of the group or organization; and
- 4 d. A copy of the school support organization's written policy specifying reasonable
5 procedures for accounting, controlling, and safeguarding any money, materials,
6 property, securities, services, or other things of value collected or disbursed by it.
- 7 3. The Director of Schools shall designate a date prior to the beginning of the regular school year
8 for the school support organization to submit a form to the Director of Schools or his/her
9 designee which verifies the information previously provided by the school support organization
10 as correct, or if the information is no longer correct, that date shall be the deadline for any
11 corrections.³
- 12 4. The school support organization shall abide by all applicable federal, state, and local laws,
13 ordinances, and regulations in its activities.
- 14 5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
15 documentation of its recognition as a nonprofit organization.
- 16 6. The school support organization shall maintain financial records for a period of at least four (4)
17 years.
- 18 7. The school support organization shall operate within the applicable standards and guidelines set
19 by a related state association, if applicable, and shall not promote, encourage, or acquiesce in
20 any violation of student or team eligibility requirements, conduct codes, or sportsmanship
21 standards.
- 22 8. The school support organization's officers shall ensure that school support organization funds
23 are safeguarded and are spent only for purposes related to the stated goals and objectives of the
24 organization.
- 25 9. The school support organization shall obtain the approval of the Director of Schools/designee
26 before undertaking any fundraising activity. The Director of Schools/designee shall consider, at
27 a minimum, the following when approving or denying a request by a school support
28 organization to engage in a fundraising activity:⁴
 - 29 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of
30 the school district or an individual school within that district; and
 - 31 b. Whether the fundraising activity is consistent with the goals and mission of the school
32 or school district.
- 33 10. The school support organization shall provide access to all books, records, and bank account
34 information for the school support organization to officials of the local school Board, local
35 school principal, or auditors of the office of the comptroller of the treasury upon request.

1 11. A school representative cannot act as a treasurer or bookkeeper for a school support
2 organization or be a signatory on the checks for a school support organization. A majority of
3 the voting members of any school support organization board should not be composed of
4 school representatives.⁵

5 The Director of Schools may enact procedures to suspend or revoke the authorization of any school
6 support organization for a failure to abide by the policies and procedures regarding school support
7 organizations.

8 **OPERATION OF A SCHOOL BOOKSTORE**

9 The principal of a school may enter into an agreement with a recognized school support organization
10 for the operation of a bookstore located on school grounds, which makes direct sales to students and
11 faculty, pursuant to procedures promulgated by the Director of Schools. These procedures shall
12 provide, at a minimum, the following:

- 13 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for
14 support of the school; and
- 15 2. The school support organization provides the school with the relevant collection documentation
16 required pursuant to the provisions of state law.⁶

17 The Director of Schools may provide such other procedures and forms as he or she deems necessary.

18 **CONCESSIONS AND PARKING**

19 The principal of a school may agree to allow an authorized school support organization to operate and
20 collect money for a concession stand or parking at a related school academic, arts, athletic, or social
21 event on school property without the prior approval of the Director of Schools or his/her designee. Any
22 money payable to the school pursuant to the agreement with the principal will be considered school
23 support group funds and not student activity funds if the school support organization provides the
24 school with the relevant collection documentation required by the student activity funds manual
25 produced by the state.

Legal References

1. TCA 49-2-604(a)
2. TCA 49-2-604(b)(1)
3. TCA 49-2-604(b)(1)(B)
4. TCA 49-2-604(b)(2)
5. TCA 49-2-604(g)
6. TCA 49-2-110