

# SSO Training Acknowledgment Form

SSO Name \_\_\_\_\_

SSO Training presentation and other resources are located on the Maryville City Schools (MCS) School Support Organization page of the MCS website under the School Support Organization tab: <https://www.maryville-schools.org/parentsstudents/sso>

The SSO officers listed below have viewed the School Support Organization (SSO) training presentation materials and have been made aware of the policies, procedures, and other documents and information listed below:

- School Support Organization Financial Accountability Act (S.S.O.F.A.A.)
- Model Financial Policy for School Support Organizations
- MCS BOE Policy – 2.404 School Support Organizations
- SSO General Information material
- Updated SSO Agreed Upon Procedures
- SSO Annual Agreement
- SSO Annual Financial Form
- SSO Approved Fundraising Form
- Forms: Request for Fundraising, Concessions, or Parking

The officers listed below also understand that it is their responsibility to familiarize themselves with the SSO materials and documents mentioned above and to abide by them. If clarification of information is needed, SSO representatives may contact the school principal, bookkeeper, or the MCS Finance Department. **Note that at a minimum the acting president and treasurer of the SSO must review the materials and documents mentioned above and sign and date below that they have done such.**

_____ Signature – <b>SSO President</b>	_____ Printed Name	_____ Date
_____ Signature – <b>SSO Treasurer</b>	_____ Printed Name	_____ Date
_____ Signature – <b>SSO Secretary</b>	_____ Printed Name	_____ Date
_____ Signature – <b>SSO Vice - President</b>	_____ Printed Name	_____ Date
_____ Signature – <b>Other</b>	_____ Printed Name	_____ Date

After the SSO training material has been reviewed by the officers (required annually) – keep a copy of this form for the SSO records and submit a copy with the annual SSO paperwork to the MCS Finance Office by July 15<sup>th</sup> of each year.