ANNUAL CHECKLIST FOR SCHOOL SUPPORT ORGANIZATIONS

- ☐ **Annual Information Form**: (located in Givebacks) This form must be completed in its entirety. All boosters must have this form completed and submitted on the Givebacks website. You will need to list the names, addresses, phone numbers, and email addresses of each elected officer in the organization. This is required for every school year. Please note the sponsor of the club/sport can not be an elected officer.
- ☐ **Annual Report form from TN Secretary of State Office**: Proof that your organization is up to date with the TN Secretary of State. These fees can be paid out of the organization.
- ☐ **Annual Financial Report**: (located on the Warren schools website under Resources-For parents-Support organization annual financial report 16-58). It is required by law that all school support organizations submit revenue and expense reports by August 1st. This can be delivered or sent via mail to Chelsey Crisp at the WCBOE.
- ☐ **Application/Cooperative Agreement**: (located in Givebacks) This form is the agreement between the SSO and the WC Board of Education and is required to be filed out by an organization representative. This will need to be submitted before August 1st in order to be in good standing with the District.
- ☐ **School Support Organization Acknowledgement Form:** (located in Givebacks) This will need to be acknowledged by the Organization's President that your organization has received the financial manual and watched the required Loom for SSO Training. *Please note we have not updated this video to reflect our Givebacks platform yet.

General reminders:

- ★ All fundraiser requests will be submitted through the Givebacks system. Please note- you cannot begin a fundraiser unless it has been approved. All fundraising requests must be submitted at least 2 weeks in advance to allow for the approval process.
- ★ Club sponsors/coaches can not submit any fundraiser request on behalf of the SSO or hold any type of seat in the organization.
- ★ Maintain adequate separation of duties between SSO officers and school employees who oversee a related school club or athletic group the SSO supports (e.g. Do not let the coach be the booster club bookkeeper, etc.)
- ★ Individual student accounts are prohibited. Please see FAQ Question 24 on page 37 of the current Manual (May 2020 edition). I know this is a hardship but individual student accounts are not allowed per the Tennessee Comptroller's office.
- ★ No petty cash can be kept- All money must be receipted and accounted for.
- ★ Only BOE approved coaches/sponsors can have expenses paid for.
- ★ Boosters cannot pay expenses for volunteer coaches.
- ★ Ensure you are following all the policies and procedures listed in your bylaws.