Bartlett City Board of Education		2012
Descriptor Term: **SCHOOL SUPPORT ORGANIZATIONS**	Descriptor Code: **Fiscal Services**	Issue Date: **07/24/2014**
	Rescinds:	Revised: **02/25/2016**

INTRODUCTION

A school support organization is a booster club, foundation, parent teacher association, parent teacher organization, or any nongovernmental organization or group that collects money and/or property for the primary purpose of supporting a school club, a school, the District, or any of its academic, artistic, athletic, or social activities.

A group of persons who merely request donations be made to a school club, a school, the District, or any of its activities, or a group of persons who assist in fundraising under the sponsorship of a school employee and funds are turned over to the school to be used for the specific requested purpose shall not be considered a school support organization. Furthermore, a civic organization operating concessions or parking at school-sponsored events is not a school support organization subject to this policy.

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

REPORTING AND RECORDS

The Superintendent or his/her designee shall annually post a list of organizations that are recognized as school support organizations on the District website; however, the Board shall not incur any liability for the recognition. Any agreement, forms, annual reports, or financial statements submitted by the organization shall be open to public inspection as a public record.

PROCEDURES

The Superintendent shall create procedures to oversee the relationship between the Board and school support organizations. These procedures shall include, at a minimum, the following:

1. A school support organization must annually enter into a written agreement with the District prior to using the Bartlett City Schools name, mascot, or logo, or the name, mascot, or logo of any BCS school
2. Prior to entering into any agreement, a school support organization shall submit the following to the Superintendent or his/her designee:
    a. The organization's charter, by-laws, annual report submitted to the Tennessee Secretary of State, and documentation confirming the school support organization's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation;

[1] T.C.A. §49-2-601, *et seq.*

b. A written statement of the goals and objectives of the group or organization;
c. The telephone number, address, and position of each officer of the group or organization, including a designation of the group's primary contact ; and
d. A copy of the school support organization's written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it, including but not limited to, a two signature method for issuing checks. The organization must demonstrate its two signature method for issuing checks prior to District approval.

3. Any agreement between the Board and a school support organization shall be in writing and signed by the Superintendent or his/her designee and an authorized agent of the organization seeking authorization. This agreement shall contain, at a minimum, the following provisions:
   a. An agreement to abide by any policies and procedures regarding school support organizations;
   b. An agreement to indemnify the Board, the Superintendent, and all other agents of the District for the actions of the school support organization; and
   c. An agreement to annually confirm the organization's status as a nonprofit and provide the address, telephone number, and position of each current officer.
4. The Superintendent shall designate a date prior to the beginning of the regular school year for the school support organization to submit annual forms to the Superintendent or his/her designee. Annual submissions should include, but not be limited to, updated organization information and a detailed treasurer's report including all receipts and disbursements.
5. The school support organization shall at all times abide by applicable federal, state and local laws, ordinances, and regulations.
6. The school support organization shall maintain, at a minimum, a copy of its charter, bylaws, minutes, documentation of its recognition as a nonprofit organization, and detailed statements of all receipts and disbursements. The statements and records must be maintained for at least four (4) years.
7. The school support organization's officers shall ensure that organization funds are safeguarded and spent only for purposes related to the stated goals and objectives of the organization.
8. Upon request, the school support organization shall provide access to all of its books, records, statements, and bank account information to the Board, the Superintendent or his/her designee, a school principal, or auditors of the Office of the Comptroller of the Treasury.
9. The school support organization shall 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.

FUNDRAISING

Prior to undertaking any fundraising activity, a school support organization shall first obtain approval of the Superintendent or his/her designee. The Superintendent or his/her designee should consider, at a minimum, the following when approving or denying a request by a school support organization to engage in a fundraising activity:

1. Whether the fundraising activity, as scheduled, conflicts with a fundraising activity of the District or an individual school within the District; and
2. Whether the fundraising activity is consistent with the goals and mission of the school or District.

Any resulting approval shall not make the fundraising activity a school-sponsored activity.

Prior to commencing any fundraising activity in furtherance of a project intended to expand, modernize, renovate, or render maintenance to District owned property, the school support organization must submit the project to the school principal. No such proposal shall be approved until the principal receives written permission from the Superintendent or his/her designee.

PROHIBITED PRACTICES

A school representative may not act as a treasurer or bookkeeper for a school support organization or be a signatory on any organization checks. A majority of the voting members of any school support organization should not be composed of school representatives.

The organization must maintain bank information separate from Bartlett City Schools. Should the organization wish to obtain tax exempt status, it must maintain such status separate from the District or any BCS school. School support organizations may not use the District's Employer Identification Number or tax-exempt status for any purpose.

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

OPERATION OF A SCHOOL BOOKSTORE

The principal of a school may enter into an agreement with a recognized school support organization for the operation of a bookstore located on school grounds, which makes direct sales to students and faculty, provided:

1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support of the school; and
2. The school support organization provides the school with the relevant collection documentation that would have been required pursuant to the provisions of the manual produced under T.C.A. §49-2-110 for student activity funds.

The Superintendent may provide such other procedures and forms as he or she deems necessary.

CONCESSIONS AND PARKING

The Superintendent or his/her designee may agree to allow an authorized school support organization to operate and collect money for a concession stand or parking at a related school academic, arts, athletic, or social event on school property. Any money payable to the school pursuant to the agreement with the principal will be considered school support group funds and not student activity funds if the school support organization provides the school with the relevant collection documentation required by the student activity funds manual produced by the State.