

School Support Organization (SSO) Fundraiser Example for events held on school property

What is needed for approval:

- SSO Fundraiser Request Form
- Correspondence to be sent out and/or posted on social media to advertise the fundraiser
- Final approval of Facility Use for SSO on campus events
- *When concessions are to be sold:*
 - The SSO Cooperative Agreement for Fundraising form must also be completed and signed by the School Principal

School Support Organization Fundraiser Request Form

Fields

- ☒ I certify that two or more officers of the above mentioned School Support Organization have reviewed this fundraiser request information and is aware that the request is being submitted.

Proposed Fundraising Activity *

Cameron MS PTSO - Dance Concessions

Purpose of Funds Raised *

Support Cameron MS

Anticipated beginning date of fundraiser *

 May 17, 2024

Anticipated end date of fundraiser *

 May 17, 2024

Beginning time of fundraiser (If event has no specific time, type n/a) *

3pm

Ending time of fundraiser (If event has no specific time, type n/a) *

8pm

- ☒ Will the fundraiser event be conducted on school grounds or any MNPS property? (Check box if answer is yes)

If yes, upload the Facility Use Approval

File Uploaded: Facility Use Approval Cameron MS.pdf 

[Click to change](#)

For online fundraising, list website:

Please click here to upload the Fundraiser Correspondence Document (i.e., flyer, social media post, etc.)

File Uploaded: Cameron PTSO MS FR Flyer.pdf 

[Click to change](#)

MNPS Disclaimer: This form must be submitted 30 days prior to the beginning of the fundraiser to the Auditor for approval or it will be denied. The 30 days does not include the Facility Use process as this is a separate approval through the Facility Use Dept. The Facility Use approval process must be completed prior to submitting the fundraiser request to the Auditor for approval. Fundraisers must be approved before any date has been finalized with a vendor, purchases made related to the fundraiser, and any correspondence (i.e., flyer, email, newsletters) is sent to parents, school community, or posted on social media. Approval from MNPS Audit is only an approval acknowledging that the school is collecting/receiving/dispersing funds for the purpose of a fundraiser. It is the responsibility of the SSO to perform due diligence and ensure that SSO laws and MNPS policies & procedures in relation to this fundraiser are upheld and followed.

Save

Submit

School Support Organization Fundraiser Request Form >

Fields

- ☒ I certify that two or more officers of the above mentioned School Support Organization have reviewed this fundraiser request information and is aware that the request is being submitted.

Proposed Fundraising Activity *

Cameron MS PTSO - Dance Tickets

Purpose of Funds Raised *

Support Cameron MS

Anticipated beginning date of fundraiser *

 May 17, 2024

Anticipated end date of fundraiser *

 May 17, 2024

Beginning time of fundraiser (If event has no specific time, type n/a) *

3pm

Ending time of fundraiser (If event has no specific time, type n/a) *

8pm

- ☒ Will the fundraiser event be conducted on school grounds or any MNPS property? (Check box if answer is yes)

If yes, upload the Facility Use Approval

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For online fundraising, list website:

Please click here to upload the Fundraiser Correspondence Document (i.e., flyer, social media post, etc.)

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Submit

CAMERON MIDDLE SCHOOL PTSO

SPRING FLING

Come dance the night away!

Friday, May 17 2024

5th and 6th Grade 4:15-5:30 PM

7th and 8th Grade 6:00-7:15 PM

PTSO will be selling concessions: Pizza, sodas, candy

Admission/Ticket Cost \$5 per person

Cameron Middle School PTSO

Concessions

Snacks

Grain Bar	\$1.00
Muffin	\$1.50
Fruit	\$.50
Chips	\$.75
Candy	\$1.00

Drinks

Juice	\$1.00
Soda	\$1.00
Water	\$1.00
Tea	\$1.50
Hot Chocolate	\$1.00
Coffee	\$1.00

Meats

Sausage Biscuit	\$1.50
Hot Dog	\$2.00
Hamburger	\$3.50
Cheeseburger	\$4.00
Double Cheeseburger	\$4.50
Pizza	\$2.00

Accepting Cash, Check or Card

Schedule ID #25338

Spring Dance and Concession Sale

Organization	Cameron Middle School PTSO
Event Description	Cameron PTSO will sell tickets and concessions to the Spring Dance
Event Time	4:00 PM - 8:00 PM
Event Date	Friday, April 8, 2023
Location	Cameron Middle School
Building Room(s)	Cafeteria
Contact	Mary Jones, 615-255-8556
Last Updated	January 7, 2023
Status	Activated/Approved

**NOTE: This is an example of the final approval of
Facility Use for SSO on campus events**



SSO Cooperative Agreement for Fundraising

This form is only to be used by SSOs that wish to operate the school's bookstore, book fair, parking, or concessions. This form needs to be completed & submitted for each activity held.

Per the *Tennessee Internal School Uniform Accounting Policy Manual* in Section 4, Title 7: "Prior to the commencement of a cooperative activity, a written agreement concerning each party's responsibilities and the division of expenses and profits should be made between the outside group and the school."

Accounting of Cooperative Proceeds:

1. Proceeds are to be collected and accounted for by the SSO group.
2. A designated individual from the school, preferably the sponsor of the activity, must verify that the division of the collections was based on the written agreement. The bookkeeper must issue a prenumbered receipt for the school's share once received.
3. A copy of the SSO collection document verifying how much was collected for the activity & shared by the organization must be given to the school bookkeeper. The bookkeeper must keep this documentation in the school's financial records.
4. Bookstores Only: 100% profit of bookstore fundraising activities must be spent in support of the school.

School Name: _____

School Support Organization: _____

Cooperative Fundraising Activity Conducted: _____

This Cooperative Agreement is a written agreement between the above named MNPS school and school support organization to conduct the fundraising activity listed with shared proceeds. By signing below, we have outlined the responsibilities of each party and the division of expenses and profits as applicable. We agree to the conditions outlined in the SSO law and MNPS policies and procedures and understand failure to abide could revoke our authorization as a school support group of this district.

President

Principal

Treasurer

Director of Schools or Designee