



Volunteer Organization Acknowledgement Form

This form must be completed by the Organization's president and submitted annually.

School Year: _____ New submission for current school-year Updated Information

Organization Name _____

School Name _____

Organization presidents, please initial the statements below.

The Organization:

_____ will adhere to Board Policy LEC and Regulations LEC-R(1) and LEC-R(2).

_____ will obtain its own EIN and we will not use Henry County Schools' EIN or tax-exempt status.

Please provide the Organization's EIN: _____

_____ will submit an annual budget that must be approved by the coach/sponsor and principal or designee.

_____ will maintain only (1) bank account and will not list an employee of Henry County Schools as a signer on the Organization's bank account unless said employee(s) are serving as the Organization's President or Treasurer.

_____ acknowledges that all officers and volunteers 18 years or older must complete a background check and may not volunteer until it has been approved.

_____ will submit the following documents by July 31, annually: Officer List (Form: HCS-LEC-105), Volunteer Organization Data Sheet (Form: HCS-LEC-110), and Volunteer Organization Acknowledgement Form (HSC-LEC-115)

_____ will ensure its officers attend one of the two mandatory annual training sessions facilitated by Henry County Schools.

_____ will distinguish its activities from school activities and will display signage that indicates fundraising, events, programs, etc. are being sponsored by the Organization.

_____ is financially responsible for all of its expenditures and will ensure its financial procedures align with Henry County Schools' policies and procedures.

_____ will keep a list on file of all items purchased by the Organization to support the respective school, activity or athletic team.

_____ acknowledges that purchases made for the school become the property of the school.

_____ will submit financial reports to the school, monthly, and an annual audit, by August 31, based on the auditing thresholds in Regulation LEC-R(1).

_____ is responsible for reporting its financial information to the IRS annually and will contact the IRS for more information.

- *The IRS requires all nonprofit groups to file the appropriate tax return, regardless of income. Organizations recognized as tax-exempt should file the appropriate IRS 990 form (990-N, 990-EZ or 990-Full). If an Organization does not have tax exempt status, it may be required to file a corporate tax return and pay tax on net income.*

_____ will submit updated forms if any of the information provided changes.

_____ will submit a Dissolution Form (HCE-LEC-120) in the event the Organization is dissolved or ceases operations.

Signature, Organization President: _____ Date: _____