



## Volunteer Organization Dissolution Form

This form must be submitted in the event the Organization ceases operation.

Subject to Henry County School's Regulation: LEC-R(1):

In the event the Organization is dissolved or ceases operation, all assets and funds remaining after all obligations are paid for shall become property of the Board. Upon dissolution, the Organization shall: complete a dissolution form, ensure all financial obligations have been paid, turn all remaining assets and funds over to the school, and close all bank accounts within ten business days. Once effectuated to the school, the Organization relinquishes all control of the funds. The principal shall ensure all remaining funds from the Organization continues to support the sport or extra-curricular program the Organization was established to support.

**Upon dissolution, Organizations are responsible for ensuring the following actions have been completed to ensure the Organization is properly and formally dissolved.**

- Communicate decision to dissolve the Organization with the sponsor/coach, Athletic Director and principal or designee and members.
- Submit all club documents to the sponsor/coach, who will ensure the documents remain on file at the school.
  - Materials include but are not limited to: Bank statements, tax filings, membership records, meeting records, officers' records, financial records.
- Provide a list of all items purchased on behalf of the sport or activity the Organization was established to support, and ensure the school is in receipt of said items.
- Notify the IRS that the Organization has been dissolved and file documentation to officially terminate the Organization's EIN and end the tax-filing obligation.
- Within 30 days, ensure the following have been completed:
  - Financial obligations have been paid.
  - Close Organization's bank account
  - Make a cashier's check in the amount of the remaining funds payable to the school you are supporting.
    - Checks or any other form of payment shall not be made to an individual.

*Your signature below affirms that all dissolution procedures have been followed, and the school is in receipt of all funds, documents and goods purchased in support of it. Furthermore, the principal or designee's signature serves as their commitment to ensure funds received as a result of the Organization being dissolved will be used to support the activity or program for which it was intended.*

\_\_\_\_\_  
Printed Name, Organization Representative

\_\_\_\_\_  
Signature, Organization Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name, Principal or Designee

\_\_\_\_\_  
Signature, Principal or Designee

\_\_\_\_\_  
Date