



# School Support Organization Annual Paperwork Reminder & Meeting Information

Thank you Volunteers! SCBOE appreciates the time, effort, and support that School Support Organizations and all their volunteers provide to the schools and students of Sumner County.

Registration and annual paperwork submission to the SCBOE for all school support organizations (SSO) is open from July 1 to August 1 each year.

SSO annual paperwork deadline is August 1<sup>st</sup> each year – the completed SSO annual paperwork is required before the SSO begins fundraising and other operations for the school year.

The completed paperwork should be delivered to Sumner County Board of Education:

- Sumner County BOE, Attn: Internal Audit Dept. – 695 E. Main St. Gallatin, TN 37066
- OR, sent by the school (after principal review and approval) in the school courier system
- OR, turned in at the SSO meeting (July 30<sup>th</sup>)
  - *Incomplete paperwork cannot be accepted. Please do not email paperwork*

The SSO annual paperwork packet and additional information and resources may be found on the School Support Organization page of the Sumner County Schools website, which is located under the resources tab [www.sumnerschools.org](http://www.sumnerschools.org)

## School Support Organization Information Meeting

Thursday July 30, 2026 – 4pm @ Rucker Stewart Middle School

RSMS is located at 350 Hancock Street, Gallatin

- Meeting will be held in the RSMS cafeteria (just to the left when entering the school)
- Meeting is open to all SSO members, officers, parents, & school staff that work with SSOs

The School Support Organization page is designed to provide general information and guidelines that each SSO needs to help them operate within Tennessee State Law and SCBOE Policies. The information provided should not be considered legal advice. School Support Organizations are encouraged to contact accountants, CPAs, state and federal agencies (TN Sec. of State, TN Comptroller, IRS) for organization specific and legal advice pertaining to School Support Organizations.