

Kingsport City Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 11/07/17
		Rescinds: 2.404	Issued: 10/01/13

1 Those school support organizations who do not run their finances through the school district must
2 comply with this policy.

3 **INTRODUCTION**

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

7 A civic organization operating concessions or parking at school-sponsored events is not a school
8 support organization subject to this policy.

9 **REPORTING AND RECORDS**

10 The Superintendent or Superintendent's designee shall annually post a list of organizations that are
11 recognized as school support organizations on the school district's web site.

12 Any forms, annual reports, or financial statements submitted shall be open to public inspection as a
13 public record.

14 **PROCEDURES**

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

17 1. Any agreement between the Board and a school support organization shall be in writing and
18 signed by the Superintendent or the Superintendent's designee and an authorized agent of the
19 school support organization seeking authorization. This agreement shall contain, at a
20 minimum, the following provisions:

21
22 a. An agreement to abide by any policies and procedures regarding school support
23 organizations; and,

24
25 b. An agreement to indemnify the Board, the Superintendent and all other agents of the
26 local education agency for the actions of the school support organization.

27
28 2. Prior to entering into any agreement, a school support organization shall submit the following
29 to the Superintendent or the Superintendent's designee:
30

- 1 a. Documentation confirming the school support organization’s status as a nonprofit
2 organization, foundation, or a chartered member of a nonprofit organization or
3 foundation;
4
- 5 b. A written statement of the goals and objectives of the group or organization;
6
- 7 c. The principal contact telephone and address, as well as the telephone number, address,
8 and position of each officer of the group or organization; and,
9
- 10 d. A copy of the school support organization’s written policy specifying reasonable
11 procedures for accounting, controlling, and safeguarding any money, materials,
12 property, securities, services, or other things of value collected or disbursed by it.
13
- 14 3. The Superintendent shall designate a date prior to the beginning of the regular school year for
15 the school support organization to submit a form to the Superintendent or the Superintendent’s
16 designee which verifies the information previously provided by the school support organization
17 is correct or, if the information is no longer correct, that date shall be the deadline for any
18 corrections.
19
- 20 4. The Superintendent shall designate a date after the end of the school year, by which time the
21 school support organization shall provide a detailed statement of receipts and disbursements to
22 the applicable school principal or, if no school principal is applicable, to the Superintendent or
23 the Superintendent’s designee.
24
- 25 5. The school support organization shall abide by all applicable Federal, State and local laws,
26 ordinances and regulations in its activities.
27
- 28 6. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
29 documentation of its recognition as a nonprofit organization.
30
- 31 7. The school support organization shall maintain financial records for a period of at least four (4)
32 years.
33
- 34 8. The school support organization shall operate within the applicable standards and guidelines set
35 by a related state association, if applicable, and shall not promote, encourage or acquiesce in
36 any violation of student or team eligibility requirements, conduct codes or sportsmanship
37 standards.
38
- 39 9. The school support organization’s officers shall ensure that school support organization funds
40 are safeguarded and are spent only for purposes related to the stated goals and objectives of the
41 organization.
42
- 43 10. The school support organization shall obtain the approval of the Superintendent or the
44 Superintendent’s designee before undertaking any fundraising activity that utilizes any property
45 or facilities owned or operated by the local education authority. The Superintendent or the
46 Superintendent’s designee shall consider, at a minimum, the following when approving or

1 denying a request by a school support organization to engage in a fundraising activity:

- 2
- 3 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of
- 4 the school district or an individual school within that district; and,
- 5
- 6 b. Whether the fundraising activity is consistent with the goals and mission of the school
- 7 or school district.
- 8

9 11. The school support organization shall provide access to all books, records, and bank account

10 information for the school support organization to officials of the local school board, local

11 school principal, or auditors of the office of the comptroller of the treasury upon request.

12

13 12. A school representative cannot act as a treasurer or bookkeeper for a school support

14 organization, or be a signatory on the checks for a school support organization. A majority of

15 the voting members of any school support organization board should not be composed of

16 school representatives.

17 The Superintendent may enact procedures to suspend or revoke the authorization of any school support

18 organization for a failure to abide by the policies and procedures regarding school support

19 organizations.

20 CONCESSIONS AND PARKING

21 The principal or principal's designee of a school may agree to allow an authorized school support

22 organization to operate and collect money for a concession stand or parking at a related school

23 academic, arts, athletic, or social event on school property without the prior approval of the

24 Superintendent or Superintendent's designee. Any money payable to the school pursuant to the

25 agreement with the principal will be considered school support organization funds and not student

26 activity funds if the school support organization provides the school with the relevant collection

27 documentation required by the student activity funds manual produced by the State.

Legal References

1. TCA 49-2-604(a)