

Arlington Community School Board

Monitoring: Review: Annually, in January	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 08/26/14
		Rescinds: 2.404	Amended Issued: 04/22/14

1 INTRODUCTION

2 Only a group or organization that has been approved by the Superintendent/or designee may use the
3 name, mascot or logo of a school or the school district to solicit or raise money, materials, property,
4 securities, services, or other things of value.¹

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

7 REPORTING AND RECORDS

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

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

12 PROCEDURES

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

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

19 a. An agreement to abide by any policies and procedures regarding school support
20 organizations; and,

21 b. An agreement to indemnify the Board, the director and all other agents of the local
22 education agency for the actions of the school support organization.

23 2. Prior to entering into any agreement, a school support organization shall submit the following
24 to the director or the director's designee:

25 a. Documentation confirming the school support organization's status as a nonprofit
26 organization, foundation, or a chartered member of a nonprofit organization or
27 foundation;

- 1 b. A written statement of the goals and objectives of the group or organization;
- 2 c. The principal contact telephone and address, as well as the telephone number, address,
3 and position of each officer of the group or organization; and,
- 4 d. A copy of the school support organization's written policy specifying reasonable
5 procedures for accounting, controlling, and safeguarding any money, materials,
6 property, securities, services, or other things of value collected or disbursed by it.
- 7 3. The director shall designate a date prior to the beginning of the regular school year for the
8 school support organization to submit a form to the director or the director's designee which
9 verifies the information previously provided by the school support organization is correct or, if
10 the information is no longer correct, that date shall be the deadline for any corrections.
- 11 4. The school support organization shall abide by all applicable Federal, State and local laws,
12 ordinances and regulations in its activities.
- 13 5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
14 documentation of its recognition as a nonprofit organization.
- 15 6. The school support organization shall maintain financial records for a period of at least four (4)
16 years.
- 17 7. The school support organization shall operate within the applicable standards and guidelines set
18 by a related state association, if applicable, and shall not promote, encourage or acquiesce in
19 any violation of student or team eligibility requirements, conduct codes or sportsmanship
20 standards.
- 21 8. The school support organization's officers shall ensure that school support organization funds
22 are safeguarded and are spent only for purposes related to the stated goals and objectives of the
23 organization.
- 24 9. The school support organization shall obtain the approval of the director or the director's
25 designee before undertaking any fundraising activity. The director or the director's designee
26 shall consider, at a minimum, the following when approving or denying a request by a school
27 support organization to engage in a fundraising activity:
 - 28 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of
29 the school district or an individual school within that district; and,
 - 30 b. Whether the fundraising activity is consistent with the goals and mission of the school
31 or school district.
- 32 10. The school support organization shall provide access to all books, records, and bank account
33 information for the school support organization to officials of the local school board, local
34 school principal, or auditors of the office of the comptroller of the treasury upon request.

1 11. A school representative cannot act as a treasurer or bookkeeper for a school support
2 organization, or be a signatory on the checks for a school support organization. A majority of
3 the voting members of any school support organization board should not be composed of
4 school representatives.

5 The director may enact procedures to suspend or revoke the authorization of any school support
6 organization for a failure to abide by the policies and procedures regarding school support
7 organizations.

8 **OPERATION OF A SCHOOL BOOKSTORE**

9 The principal of a school may enter into an agreement with a recognized school support organization
10 for the operation of a bookstore located on school grounds, which makes direct sales to students and
11 faculty, pursuant to procedures promulgated by the director. These procedures shall provide, at a
12 minimum, the following:

- 13 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for
14 support of the school; and
- 15 2. The school support organization provides the school with the relevant collection documentation
16 that would have been required pursuant to the provisions of the manual produced under § 49-2-
17 110 for student activity funds.

18 The director may provide such other procedures and forms as he or she deems necessary.

19 **CONCESSIONS AND PARKING**

20 The principal of a school may agree to allow an authorized school support organization to operate and
21 collect money for a concession stand or parking at a related school academic, arts, athletic, or social
22 event on school property without the prior approval of the director or director's designee. Any money
23 payable to the school pursuant to the agreement with the principal will be considered school support
24 group funds and not student activity funds if the school support organization provides the school with
25 the relevant collection documentation required by the student activity funds manual produced by the
26 State.

Legal References

1. Tenn. Code Ann. § 49-2-601, et seq.