

Franklin County Board of Education

Monitoring: Review: Annually, in January	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 09/14/17
		Rescinds: 2.404	Issued: 11/11/13

1 INTRODUCTION

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

5 Parent Organizations and Parent-Teacher Organizations are neither school-sponsored clubs nor
6 student-initiated clubs. They are considered independent, “outside clubs or groups,” which must meet
7 the terms of this policy to be able to use the name, mascot or logo of a school or the school district to
8 solicit or raise money, materials, property, securities, services or other things of value. Neither
9 principals nor teachers of any school shall be on any parent organization or Parent-Teacher
10 Organization board of directors, but a school employee (preferred certified employee) shall serve as a
11 liaison between the recognized school support organization and the school administration.

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

14 REPORTING AND RECORDS

15 The director or the director’s designee shall annually post a list of organizations that are recognized as
16 school support organizations on the school district’s web site. These organizations are not considered
17 school-sponsored organizations.

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

20 PROCEDURES

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

23 1. Any agreement between the Board and a school support organization shall be in writing and
24 signed by the director or the director’s designee and an authorized agent of the school support
25 organization seeking authorization. This agreement shall contain, at a minimum, the following
26 provisions:

27 a. An agreement to abide by any policies and procedures regarding school support
28 organizations; and

- 1 a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of
2 the school district or an individual school within that district; and
- 3 b. Whether the fundraising activity is consistent with the goals and mission of the school
4 or school district.
- 5 10. The school support organization shall provide access to all books, records, and bank account
6 information for the school support organization to officials of the local school board, local
7 school principal, or auditors of the office of the comptroller of the treasury upon request.
- 8 11. A school representative cannot act as a treasurer or bookkeeper for a school support
9 organization, or be a signatory on the checks for a school support organization. A majority of
10 the voting members of any school support organization board should not be composed of
11 school representatives.
- 12 The School Board may enact procedures to suspend or revoke the authorization of any school support
13 organization for a failure to abide by the policies and procedures regarding school support
14 organizations.

15 **OPERATION OF A SCHOOL BOOKSTORE**

- 16 The principal of a school may enter into an agreement with a recognized school support organization
17 for the operation of a bookstore located on school grounds, which makes direct sales to students and
18 faculty, pursuant to procedures promulgated by the director. These procedures shall provide, at a
19 minimum, the following:
- 20 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for
21 support of the school; and
- 22 2. The school support organization provides the school with the relevant collection documentation
23 that would have been required pursuant to the provisions of the manual produced under § 49-2-
24 110 for student activity funds.
- 25 The director shall provide such other procedures and forms as he or she deems necessary.

26 **CONCESSIONS AND PARKING**

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

Legal References

1. TCA 49-2-604(a)