**West Carroll Special School District**

**SCHOOL SUPPORT ORGANIZATION AGREEMENT**

Only a group or organization that has entered into a written cooperative agreement with the Board may use the name, mascot or logo of a school or the school district to solicit or raise money, materials, property, securities, services or other things of value. (Civic organizations operating concessions or parking at school-sponsored event are not a school support group subject to this policy).

Whereas the Board and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School Support Organization) have as a mutual interest the financial support of the school district the parties hereby agree as follows:

**Agreement 1**

The school support organization agrees to abide by any policies and procedures regarding support organizations and to indemnify (secure against hurt) the Board, the director and all other agents of the local education agency for the actions of the school support organization.

**Agreement 2**

The school support organization agrees to submit:

* documentation confirming the organization’s nonprofit status
* a written statement of the organization’s goals and objectives
* contact information (address/telephone #s/position) of each officer of the organization
* a copy of the organization’s written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services or other things of value collected or disbursed by it

**Agreement 3**

The school support organization agrees to provide the director of his designee on or before 1 August of the regular school year written verification that information on file concerning this organization is correct or is no longer correct but included in this verification are needed corrections.

**Agreement 4**

The school support organization agrees to:

* abide by all applicable Federal, State, and local laws, ordinances and regulations in it activities
* maintain a copy of its charter, bylaws, minutes, and documentation of its recognition as a nonprofit organization
* shall maintain financial records for a period of at least four (4) years

**Agreement 5**

The school support organization agrees to, if applicable, operate within the standards and guidelines set by a related state association and shall not promote, encourage or acquiesce in

any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.

**Agreement 6**

The school support organization officers agree to ensure that school support organization funds are safeguarded and are spent only for purposes related to the state goals and objectives of the organization.

**Agreement 7**

The support organization agrees to obtain the approval of the director or the director’s designee before undertaking any fundraising activity that utilizes any property or facilities owned or operated by the district. The director or the director’s designee shall consider, at a minimum, the following when approving or denying a request by a school support organization to engage in a fundraising activity:

* whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the school district or an individual school within the district; and,
* whether the fundraising activity is consistent with the goals and mission of the school or district.

**Agreement 8**

The school support organization agrees to provide access to all books, records, and bank account information for the school support organization to officials of the local school board local school principal, or auditors of the office of the comptroller of the treasury upon request.

**Agreement 9**

The school support organization agrees that:

* no school representative can act as treasurer or bookkeeper for the organization, or be a signatory on the checks for the organization
* the majority of the voting members of the organization board are not school representatives

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Board Representative Date

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Organization Representative Date