

# Maryville City Schools Board of Education

Monitoring: <b>Review: Biennially in October</b>	Descriptor Term: <b>Procedures &amp; Guidelines School Support Organizations</b>	Descriptor Code: <b>4.13</b>	Review Date: <b>09/19/16</b>
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The procedures and agreements outlined in this document are intended for those organizations that support the Maryville City Schools in any capacity and operate both fundraising and disbursement of funds independently from the schools' general accounting systems.

## Organization

1. Prior to entering into any agreement, a school support organization shall submit the following to the director or the director's designee:
  - a. Documentation confirming the school support organization's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation;
  - b. A written statement of the goals and objectives of the group or organization;
  - c. The principal contact telephone and address, as well as the telephone number, position of each officer of the group or organization; and,
  - d. A copy of the school support organization's written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, services, or other things of value collected or disbursed by it.
2. On or before July 15, prior to the beginning of the regular school year, the school support organization must submit a form to the director or the director's designee which verifies the correctness of the information previously provided by the school support organization. If the information is no longer correct, this date shall be the deadline for any corrections.
3. On or before July 15, the school support organization shall provide a detailed statement of receipts and disbursements for the previous year to the applicable school principal or, if no school principal is applicable, to the director or the director's designee.
4. A school representative or any individual who is primarily responsible for accounting for school systems funds or the funds of an individual school cannot act as treasurer or bookkeeper, nor can they be listed as a signatory for the support organization (TCA49-2-604g). A majority of the voting members of the organization cannot be made up of school representatives/employees.

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## AGREEMENTS

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Organization: \_\_\_\_\_

1. The school support organization agrees to abide by any policies and procedures regarding school support organizations; and,
2. The school support organization agrees to indemnify the Board, the director and all other agents of the local education agency for the actions of the school support organization.
3. The school support organization agrees to abide by all applicable Federal, State and local laws, ordinances and regulations in its activities.
4. The school support organization agrees to maintain a copy of its charter, bylaws, minutes, and documentation of its recognition as a nonprofit organization.
5. The school support organization agrees to maintain financial records for a period of at least four (4) years.
6. The school support organization agrees to operate within the applicable standards and guidelines set by a related state association, if applicable, and shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.
7. The school support organization's officers agree to ensure that school support organization funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the organization.
8. The school support organization agrees to obtain the approval of the director or the director's designee before undertaking any fundraising activity. 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:
  - a. Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the school district or an individual school within that district; and,

