

MANCHESTER CITY SCHOOLS
Policy Manual

Descriptor Code: 2.404 School Support Organizations
Issued Date: 11/09/11
Rescinds: 4.503 Parent Organizations and Booster Clubs
Rescind Date: 12/15/10
Review Month: January/February

INTRODUCTION

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 thing of value. Use of school property by the organization for its activities will comply with all regulations established by the Board.

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

REPORTING AND RECORDS

The School Support Organization shall maintain a copy of its charter, by laws, minutes and documentation of its recognition as a non profit organization.

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

Any forms, annual reports, or financial statements submitted by a School Support Organization shall be open to public inspection as a public record.

School Support Organizations shall provide access to all books, records and bank account information for the School Support Organization to officials of the school board, the school principal or auditors of the office of the Comptroller of the Treasury upon request.

GUIDELINES¹

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

- Any agreement between the Board and a school support organization shall be in writing and signed by the director or the director's designee and an authorized agent of the school support organization seeking authorization. This agreement shall contain, at a minimum, the following provisions: ([**Support Organization Annual Information Form**](#))
 - An agreement to abide by any policies and procedures regarding school support organizations; and
 - An agreement to indemnify the Board, the director and all other agents of the local education agency for the actions of the school support organizations.
- Prior to entering into any agreement, a school support organization shall submit the following to the director or the director's designee: ([**Support Organization Annual Information Form**](#))
 - Documentation confirming the school support organization's initial status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation and documentation of successful annual renewal of such status. Initial approval and/or renewal documentation must be submitted to the director of schools or designee no later than July 31st of the school year in which the School Support Organization intends to operate; ([**Nonprofit Entity Form**](#))
 - A written statement of the goals and objectives of the group or organization;
 - The principal contact telephone and address, as well as the telephone number, address, and position of each officer of the group or organization; and,
 - A copy of the school support organization's written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other thing of value collected or disbursed by it.
- The director shall designate a date prior to the beginning of the regular school year for the school support organization to submit a form to the director or the director's designee which verifies the

MANCHESTER CITY SCHOOLS

Policy Manual

information previously provided by the school support organization is correct or, if the information is no longer correct, that date shall be the deadline for any corrections. ([Support Organization Annual Information Form](#))

- The School Support Organization shall provide a detailed statement of receipts and disbursements to the applicable school principal or, if no school principal is applicable, to the director or the director's designee no later than June 30th of each year. ([Support Organization Annual Financial Report](#))
 - The school support organization shall abide by all applicable Federal, State and local laws, ordinances and regulations in its activities as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boy's and girls' activities.²
 - The school support organization shall be managed by adults rather than students and shall maintain a copy of its charter, bylaws, minutes, and documentation of its recognition as a nonprofit organization. The charter, bylaws, minutes, and documentation shall clearly identify the organization as a school support organization separate from school district student organizations. The school support organization's charter and/or bylaws shall include:
 - a list of officers and their duties
 - method of officer election and term limits
 - purposes and goals of the school support organization
 - dues structure if any
 - intended use of funds generated by the organization
 - The school support organization shall maintain financial records for a period of at least four (4) years.
 - The school support organization shall 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.
 - The school support organization's officers shall ensure that school support organization funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the organization.
 - The school support organization shall 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 local education authority. 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 school district.
- No school support organization fundraising activity shall take place on school property during the regular school day which involves students and /or school personnel.
- The school support organization shall 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. ([Support Organization Financial Review and Inspection](#))
 - The school support organization must include one representative from the school faculty as a sponsor. A school representative cannot act as a treasurer or bookkeeper for a school support organization or be a signatory on the checks for a school support organization. For the purpose of this policy, school representatives include school board members, the director of schools, principals, individuals who are primarily responsible for accounting for school system funds or the funds of an individual school, and, for those school support organizations whose primary purpose is to support a local school club or academic, arts, athletic, or social activity related to a school, any school system employee who is charged with directing or assisting the related school club or activity. A majority of the voting members of any school support organization board should not be composed of school representatives.
 - The Board reserves the right to revoke the sanctioning of any organization if it is found that the organization's operations and purpose are not consistent with the policies adopted by the Board.
 - School support organizations may not use the school's or school district's sales tax exemption to purchase items.

MANCHESTER CITY SCHOOLS

Policy Manual

- School support organizations may not represent or imply that their activities, contracts, purchases or financial commitments are made on behalf of or binding upon any school or the school district.
- School support organizations must maintain bank and financial records separate from the school and school system. School support organizations may not maintain or operate a bank account that bears the employer identification number of the school board, a school or any other school-related governmental entity.
- School support organization funds donated to an individual school shall be considered internal school funds but not as student activity funds. Any donation made by a school support organization shall be disbursed only in accordance with any written conditions that the school support organization may place on the disbursement. Any disbursements of donated funds shall be made in accordance with applicable federal, state and local laws and with the *Tennessee Internal School Uniform Accounting Policy Manual*.
- Any plan, project of movement instituted to expand, modernize, renovate or render maintenance to school-controlled and/or owned properties will be presented to the principal, director and then to the Board for its consideration, comment, evaluation, approval and sponsorship. No public announcement of the plan, project or movement may be made prior to approval of the Board.

OPERATION OF A SCHOOL BOOKSTORE

The principal of a school may enter into an agreement with a recognized school support organization for the operation of a bookstore located on school grounds, which makes direct sales to students and faculty, pursuant to the following requirements:

- One hundred percent (100%) of the profits of the operation of the bookstore are used for support of the school; and
- The school support organization provides the school with the relevant collection documentation that would have been required pursuant to the *Tennessee Internal School Uniform Accounting Policy Manual*.

CONCESSION AND PARKING

The principal of a school may agree to allow an authorized school support organization to operate and collect money for a concession stand or parking at a related school academic, arts, athletic, or social event on school property without the prior approval of the director or director's designee provided that the agreement is in writing. All of the money collected by the school support organization, or any portion thereof so designated by the agreement with the principal will be considered school support group funds and not student activity funds provided that if the school support organization provides the school with the relevant collection documentation required by *Tennessee Internal School Uniform Accounting Policy Manual*.

Legal References

1. [TCA 49-2-601](#)
[TCA 49-2-602](#)
[TCA 49-2-603](#)
[TCA 49-2-604](#)
[TCA 49-2-605](#)
[TCA 49-2-606](#)
[TCA 49-2-607](#)
[TCA 49-2-608](#)
[TCA 49-2-609](#)
[TCA 49-2-610](#)
[TCA 49-2-611](#)
2. [20 USC 1681](#)
[34 CFR 106.41](#)

MANCHESTER CITY SCHOOLS
Policy Manual

Cross References

[2.401 Gifts and Bequests](#)

[2.900 Student Activity Fund Management](#)

[6.701 Student Solicitations/Fundraising Activities](#)