

Williamson County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: School Support Organizations	Descriptor Code: 2.404	Issued Date: 02/18/19
		Rescinds: 2.404	Issued: 11/16/15

1 *General*

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

7 **REPORTING AND RECORDS**

8 The Superintendent of Schools or his/her designee shall annually post a list of organizations that are
9 recognized as 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 Superintendent of Schools shall create procedures to oversee the relationship between the Board and
14 any school 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 Superintendent of Schools /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 Superintendent of Schools, and all other agents
22 of the local 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 to
24 the Superintendent of Schools/designee:²

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's 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, property,
6 securities, services, or other things of value collected or disbursed by it.
- 7 3. The Superintendent of Schools shall designate a date prior to the beginning of the regular school
8 year for the school support organization to submit a form to the Superintendent of Schools or
9 his/her designee which verifies the information previously provided by the school support
10 organization as correct, or if the information is no longer correct, that date shall be the deadline
11 for any corrections.³
- 12 4. The school support organization shall abide by all applicable federal, state, and local laws,
13 ordinances, and regulations in its activities.
- 14 5. The school support organization shall maintain a copy of its charter, bylaws, minutes, and
15 documentation of its recognition as a nonprofit organization.
- 16 6. The school support organization shall maintain financial records for a period of at least four (4)
17 years.
- 18 7. The school support organization shall operate within the applicable standards and guidelines set
19 by a related state association, if applicable, and shall not promote, encourage, or acquiesce in any
20 violation of student or team eligibility requirements, conduct codes, or sportsmanship 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 Superintendent of
25 Schools/designee before undertaking any fundraising activity. The Superintendent of
26 Schools/designee shall consider, at a minimum, the following when approving or denying a
27 request by a school support organization to engage in a fundraising activity:⁴
 - 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 or
31 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 Board, local school principal,
34 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 organization
2 or be a signatory on the checks for a school support organization. A majority of the voting
3 members of any school support organization board should not be composed of school
4 representatives.⁵

5 The Superintendent of Schools may enact procedures to suspend or revoke the authorization of any
6 school support 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 for
10 the operation of a bookstore located on school grounds, which makes direct sales to students and faculty,
11 pursuant to procedures promulgated by the Superintendent of Schools. These procedures shall provide,
12 at a minimum, the following:

- 13 1. One hundred percent (100%) of the profits of the operation of the bookstore are used for support
14 of the school; and
- 15 2. The school support organization provides the school with the relevant collection documentation
16 required pursuant to the provisions of state law.⁶

17 The Superintendent of Schools may provide such other procedures and forms as he or she deems
18 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 Superintendent of Schools or his/her
23 designee. Any money payable to the school pursuant to the agreement with the principal will be
24 considered school support group funds and not student activity funds if the school support organization
25 provides the school with the relevant collection documentation required by the student activity funds
26 manual produced by the state.

Legal References

1. TCA 49-2-604(a)
2. TCA 49-2-604(b)(1)
3. TCA 49-2-604(b)(1)(B)
4. TCA 49-2-604(b)(2)
5. TCA 49-2-604(g)
6. TCA 49-2-110

