

**APPLICATION AND COOPERATIVE AGREEMENT
BETWEEN SCHOOL SUPPORT ORGANIZATION “SSO” AND
WARREN COUNTY BOARD OF EDUCATION**

Legal Name of the School Support Organization/ “SSO” Specific Group and/or School to be Supported

PREREQUISITE FOR CONSIDERATION: SUBMISSION OF REQUIRED DOCUMENTATION

As a prerequisite for consideration of this application and agreement, the SSO submits with this application the following document; (Please check off each item submitted) *Must submit all 4 sections.*

- _____ 1. Documentation confirming the SSO’s status as a non-profit organization, foundation or chartered member of a nonprofit organization or foundation;
- _____ 2. A written statement or copy of the bylaws setting out the goals and objectives of the organization;
- _____ 3. The school principal’s contact telephone number and address, as well as the contact telephone number, address and position of each officer of the organization;
- _____ 4. A copy of the SSO’s written policy specifying reasonable procedures for accounting, controlling and safeguarding any money, property, securities, services or other things of value collected or disbursed by it.

CAPACITY TO BIND THE ORGANIZATION (Read and initial each section).

_____ In consideration of the acceptance of this Contract by the Warren County Board of Education, I, the undersigned, in my capacity as a duly elected President of the School Support Organization (SSO) listed above, have obtained full legal authority to submit this application on behalf of my organization, and on its behalf make the following representatives and agreements and commitments, which are binding on the school support organization.

UNDERSTANDINGS AND AGREEMENTS REGARDING THE GENERAL OPERATION OF SSOs

_____ In consideration of recognition as an approved SSO associated with Warren County School District, the SSO understands and agrees to the following;

_____ To become familiar and abide by all state, federal and local laws, policies , regulations and procedures applicable to School Support Organizations in the maintenance, operation and reporting for the organization, including but not limited to, The School Support Organization Financial Accountability Act at TCA 49-2-601 et seq, Model Financial Policy for School Support Organizations published by the Tennessee Comptroller’s Office, The Tennessee Internal School Uniform Accounting Policy Manual (where applicable), as well as applicable Tennessee Secretary of State guidelines for charitable organizations, applicable IRS guidelines, and WCBOE policy IFDA and local procedures for accounting and reporting.

_____ To indemnify the Board, the director and all other employee and agents of the Warren County Board of Education for any liability they may incur for actions of the SSO.

_____ To not use the school's Employer Identification Number or sales tax exemption for any purpose.

_____ To maintain and safeguard all documentation of its recognition as a nonprofit organization and minutes from all meetings.

_____ To maintain all financial records for a period of 4 years.

_____ To refrain from making or contracting for any alteration or improvement to any building or on school property without obtaining prior permission from the principal of the school and the school board.

_____ To operate within the applicable standards and guidelines set by related state association, if applicable, and refrain from promoting, encouraging or acquiescing in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards.

_____ To insure that school support organization funds and property are safeguarded and funds are spent only for purposes related to the stated goals and objectives of the organization.

_____ To obtain the approval of the Director of Schools or his designee before undertaking any fundraising activity that utilizes and property or facilities owned or operated by WCBOE.

_____ To provide access to all books, records and bank account information for the SSO to officials of the school board, the principal or auditors of the office of the controller of the treasury upon request.

_____ To insure that no representative of the school shall act as a treasurer, bookkeeper or signatory on the checks for the SSO.

_____ To follow and fully implement all required controls and other recommendations provided in the Tennessee Comptroller of the Treasury's Model Financial Policy for School Support Organizations.

_____ **To read this agreement at its first meeting each year and reflect so in the minutes.**

MANDATORY REPORTING REQUIREMENTS:

_____ The SSO further acknowledges notice of deadlines for submission of the following mandatory reportings:

REQUIRED ANNUALLY

- 1 FORM –SUPPORT ORGANIZATION ANNUAL INFORMATION FORM**
Submitted to—Director of Schools or designee
Due: annually on or before August 1

- 2. FORM—SUPPORT ORGANIZATION ANNUAL FINANCIAL REPORT**
Submitted to: Director of Schools or designee
Due: annually on or before June 15

- 3. FORM—SUPPORT ORGANIZATION FINANCIAL REVIEW AND INSPECTION**
Submitted to: Director of Schools or designee
Due: with annual finance report above

REQUIRED MONTHLY

1. FORM—SUPPORT ORGANIZATION ANNUAL (OR MONTHLY) INFORMATION FORM

FILLED OUT FOR THE CURRENT MONTH ONLY

Submitted to: Principal or designee

Due: once a month—initial specific date to be determined by the principal for each SSO in consideration of their meeting schedule and/or other discretionary considerations (due date will be the same date each month once approved by the principal)

2. FORM—SUPPORT ORGANIZATION FINANCIAL REVIEW AND INSPECTION

FILLED OUT FOR THE CURRENT MONTH ONLY

Submitted to: Principal or designee

Due: with monthly finance report above

REQUIRED AS NEEDED

1. FORM--- AGREEMENT FOR OPERATION OF CONCESSION STAND, ET AL

Submitted to: Principal

Due: for operation of a concession at a school event per WCBOE board policy. See Policy IFEDA for details.

2. FORM-- DUAL SIGNED COUNT SHEET AND PROFIT ANALYSIS

Submitted to: Principal

Due: At the conclusion of any fundraiser

ACKNOWLEDGEMENT OF DIRECTOR’S RIGHT TO REVOKE OR SUSPEND STATUS

_____ The SSO understands and agrees that if the legal and reporting obligations agreed to in this cooperative agreement are not met, the SSO shall be removed as a recognized SSO and will not be allowed to conduct fundraising or other activities in association with any school, athletic team or other club or group within the Warren County School District. The Director of Schools may enact procedures to suspend or revoke the authorization of any SSO for a failure to abide by the policies and procedures regarding SSOs.

ACKNOWLEDGEMENT THAT SSO IS NOT AUTHORIZED UNTIL APPROVED BY DIRECTOR

_____ The SSO understands that this cooperative agreement is not in full force and effect, and the SSO is not recognized as an approved SSO until this application and contract is approved and signed by the Director of School or his designee. Approved SSOs will be listed on the Warren County Schools website.

IN WITNESS WHEREOF, I hereto execute this Agreement on behalf of the above named School Support Organization.

Legal Name of the SSO (Please print)

By: _____ Date: _____
PRESIDENT OF THE ABOVE NAMED SSO (Signature)

Printed Name of the President of the SSO

APPROVED and accepted:

WARREN COUNTY BOARD OF EDUCATION

By: _____ Date: _____

BOBBY COX, DIRECTOR OF SCHOOLS

LEGAL NAME OF SSO APPROVED FOR SCHOOL YEAR _____