

# APPLICATION AND COOPERATIVE AGREEMENT BETWEEN SCHOOL SUPPORT ORGANIZATION "SSO" AND WARREN COUNTY BOARD OF EDUCATION

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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 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. **(This must be or specifically include all requirements, practices and procedures provided in the Model Financial Policy for SSOs Policy and Procedure Manual updated May 2020, Division of Local Government Audit)**

## **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 IFEDA 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- APPLICATION AND COOPERATIVE AGREEMENT-**

**Submitted to**—Director of Schools or designee

**Due:** annually on or before August 1 or fundraising begins all required documents attached

**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 IFCD 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:**\_\_\_\_\_  
Grant Swallows, DIRECTOR OF SCHOOLS

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**LEGAL NAME OF SSO APPROVED FOR SCHOOL YEAR** \_\_\_\_\_