

In a Nutshell

A school support organization must:

- ✚ File a copy of their charter with the Secretary of State.**
 - ✚ Maintain some organizational structure to the booster club (bylaws, officers, rules for meetings and membership, etc.)**
 - ✚ Maintain minimum procedures for accounting for and protecting the money raised.**
 - ✚ Get permission from the director of schools or his/her designee to conduct fundraisers.**
 - ✚ Keep up with records (copy of charter, list of officers and their contact information, bylaws, accounting policy/rules, total receipts and disbursements)**
 - ✚ Document and maintain a detailed list of receipts and disbursements.**
 - ✚ Annually file a statement of total revenues and disbursements with the director of schools or his/her designee before the end of the school year.**
 - ✚ Maintain adequate separation of duties between SSO officers and school employees who are in charge of the related school club or athletic group the SSO supports (Don't let the football coach be the football booster club bookkeeper, etc...the related official/employee from the school can not be the SSO's bookkeeper or sign checks for the SSO).**
- Remember, if money is collected by a school employee acting in his or her official capacity, such money is considered to be school money and must be deposited into the school's account.