



School Support Organization Application/Cooperative Agreement

Complete this form and return it to the school office. Approval is required prior to soliciting, raising, or collecting money, materials, property or securities to support a school program.

Are you currently a **registered or chartered non-profit organization, foundation or a chartered member of such an organization?** No Yes *Please attach appropriate documentation.*

School: _____

School/SSO Liaison (school employee contact): _____

Name of School Support Organization: _____

Form Submitted by: _____ Date Submitted _____

Goals and Objectives of the Organization

School Support Organization Officers

Name	Office Held	Address	Phone Number	Email

School Support Organization Representative	(Date)
Principal Approval	(Date)
Superintendent or Designee Approval	(Date)

In the event of changes to the legal requirements relating to School Support Organizations, the provisions of this agreement may be amended at any time. By signing a Cooperative Agreement, both Kingsport City Schools (KCS) and the School Support Organization (SSO) agree to abide by the following provisions:

- KCS shall have no liability for the failure of an SSO to safeguard SSO funds.
- A complete list of approved SSOs shall be maintained on the KCS website and will be updated at least annually.
- Any donations made by an SSO to KCS shall be disbursed according to any written conditions placed on the donation by the SSO and in accordance with the SSOs' goals and objectives.
- Funds donated by an SSO, to an individual school, are to be considered internal school funds (not student activity funds).
- Any disbursements of donated funds by a school official or employee shall be made in accordance with any relevant federal, state or local laws, including the Tennessee Internal School Uniform Accounting Policy Manual and relevant purchasing laws.
- School Representatives:
 - May not act as a treasurer or bookkeeper for an SSO.
 - May not be a signatory on the checks for a school support organization.
 - Should not make up the majority of the voting members of any school support organization board.
- SSOs will be required to maintain financial records for a period of at least four (4) years.
- SSOs will be required to maintain a copy of the following organizational documentation:
 - Charter
 - Bylaws
 - Minutes
 - Document reflecting recognition as a nonprofit organization
- SSOs shall operate within the applicable standards and guidelines set by a related state or national association, if applicable.
- SSOs shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, codes of conduct or sportsmanship standards.
- SSOs' officers shall ensure that all organization funds are safeguarded and spent only for purposes related to the goals and objectives of the organization.
- SSOs shall adopt and maintain a written policy which specifies reasonable procedures for accounting, controlling and safeguarding any money, materials, property or securities collected or disbursed by the organization.
- All SSO fundraising activities shall comply with state and federal law.
- Advance approval is required for all SSO fundraising activities. Fundraising activity requests should be submitted to school principals at least three (3) weeks prior to the anticipated start date of the fundraiser.
- Only fundraisers that are consistent with KCS' goals and mission will be approved.
- Specific fundraising activities may not be approved if they conflict with other KCS fundraising efforts.
- Annually, two (2) calendar weeks after the last day of the school year, a detailed statement of receipts and disbursements, along with volunteer hours, shall be submitted to the school principal.
- SSOs shall provide access to all books, records and bank account information for the organization, upon request, to the BOE, superintendent, school principal or auditors of the office of the comptroller of the treasury.
- All forms, annual reports and financial statements submitted to KCS by an SSO shall be open to public inspection.
- Principals may enter into agreements with SSOs to operate and collect money for concessions and parking for school-related events and to operate bookstores. Any funds retained by the SSO, per the agreement, shall be considered SSO funds (not student activity funds). SSOs must provide the same relevant collection documentation as is required for student activity funds.
- Any person who collects funds which are designated as student activity or internal school funds shall deposit those funds with the appropriate school official. Collection of funds by a member of an SSO, or someone claiming to be a member of an SSO, does not affect the designation of the funds as either student activity or internal school funds.
- SSOs may not:
 - Use the schools' or school district's sales tax exemption to purchase items.
 - Represent or imply that its activities, contracts, purchases or financial commitments are made on behalf of or binding upon any school or district.
 - Use SSO funds for purposes other than those related to the goals and objectives of the SSO which shall relate to supporting KCS, an individual KCS school or a school club or academic, arts, athletic or social activity.
 - Maintain or operate a bank account that bears the employer identification number of KCS, an individual KCS school or any other school-related government entity.
- SSOs shall comply with all provisions of TCA 49-2-601 et. seq.