

# Hamilton County Board of Education

Monitoring: Review: Annually	Descriptor Term: <b>School Support Organization</b>	Descriptor Code: 2.910	Issued Date: 11/20/14
		Rescinded:	Revised: 03/14/19

To ensure the continued support of academic, arts, athletic, and social programs, which help educate the children of Hamilton County, the Hamilton County Department of Education adopts this policy to comply with Tenn. Code Ann. § 49-2-601, et seq., also known as the Tennessee School Support Organization Financial Accountability Act (“SSOFAA”).

## SCHOOL SUPPORT ORGANIZATION

In compliance with Tenn. Code Ann. § 49-2-601, et seq., a “school support organization” shall be defined as follows:

A booster club, foundation, parent teacher association, parent teacher organization, parent teacher support association or any other nongovernmental organization or group of persons whose primary purpose is to support a school district, school, school club, or academic, arts, athletic or social activities related to a school which collects or receives money, materials, property or securities from students, parents or members of the general public.

## ORGANIZATION ADMINISTRATION

All organizations either in existence or created for the sole purpose of providing financial support for a Hamilton County Department of Education school shall provide to the District’s Financial Officer the following:

- A letter indicating the non-profit status of the organization.
- A prospectus that includes:
  - the goals and objectives of the organization.
  - the telephone number, address, and position of each officer of the organization.
  - procedures for accounting for and protecting the money raised.
- A preliminary statement of receipts and disbursements

The above information will be provided to the District’s Financial Officer on or before May 15 of each year.

1 The District's Financial Officer will annually post electronically a list of all approved school support  
2 organizations in the Hamilton County Department of Education. If an organization is not on this list,  
3 it cannot raise or donate money to a school, schools or the HCDE.  
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5 In addition, all organizations will provide to the District's Financial Officer an income statement  
6 detailing receipts and disbursements for the twelve month period ending on June 30th.

7 The income statement will be provided by September 30th.  
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9 The organization will additionally maintain for a period of at least four (4) years the following:  
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- 11 • The organization Charter.
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- 13 • The organization Bylaws.
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- 15 • The organization Minutes.
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- 17 • The organization documentation regarding non-profit status.
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- 19 • The organization accounting records, including all receipts and  
20 disbursements.  
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#### 22 FUNDRAISING

23 All fundraising activities of the organization must be approved by the Superintendent or the Chief  
24 Financial Officer prior to commencement of the fundraiser.  
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#### 26 HAMILTON COUNTY DEPARTMENT OF EDUCATION EMPLOYEES

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28 Under no circumstances shall any employee of the Hamilton County Department of Education act as  
29 a treasurer or bookkeeper of the school support organization. Further, no Hamilton County  
30 Department of Education employee will act as a signatory on any draft or check of the organization.  
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#### 32 AGREEMENT

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34 Each School Support Organization shall execute an agreement with the School Board in accordance  
35 with the provisions of this policy.  
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