

**ADMINISTRATIVE
DIRECTIVE**

Administrative Directive Title: School Support Organizations	AD Number: 2.404.1	Adopted: December 2023
Policy References: Board Policy 2.404 – School Support Organizations	Revised: 11/24	

1 A school support organization (SSO) may not solicit for or raise funds on behalf of a school or the
2 school district until complying with this procedure and Board Policy 2.404.

3 **STARTING A SCHOOL SUPPORT ORGANIZATION**

4 For new SSOs, the organization must receive approval of the organization’s name from the school
5 principal (or, if SSO for the school district, the Director of Schools) before applying for nonprofit
6 status with the State of Tennessee. The SSO must then complete an application and receive
7 approval to exist as a nonprofit corporation from the State of Tennessee by filing a nonprofit
8 charter with the Tennessee Secretary of State.

9 If an SSO chooses to seek tax-exempt status from the Internal Revenue Services (IRS), the SSO
10 would complete a 501(c)(3) application with the IRS. However, this is not required. The SSO shall
11 submit verification of the organization’s federal EIN number to the principal upon formation and
12 anytime a new EIN number is obtained.

13 **SCHOOL SUPPORT ORGANIZATION COOPERATIVE AGREEMENTS**

14 The SSO shall annually, before the beginning of the regular school year, enter into a written
15 agreement with Murfreesboro City Schools prior to using the district or a school’s name, mascot
16 or logos, property or facilities to solicit or raise funds, collect money, materials, property, or
17 securities. Prior to entering into this agreement, a SSO shall submit the following to the school
18 principal:

- 19 1. Documentation confirming the school support organization’s status as a nonprofit
20 organization, foundation, or a chartered member of a nonprofit organization or
21 foundation;
- 22 2. A written statement of the goals, objectives, and budget of the organization;
- 23 3. A copy of the bylaws;
- 24 4. The telephone number, address, and position of each officer of the organization;
- 25 5. A copy of the SSO’s written accounting policy specifying reasonable procedures for
26 accounting, controlling, and safeguarding any money, materials, property, securities,
27 services, or other things of value collected or disbursed by the SSO.

28 Tennessee has adopted a Model Financial Policy for SSOs that includes minimum required internal
29 controls and procedures. A SSO may elect to adopt the Model Financial Policy for SSOs
30 (Procedure Manual) dated May 2020 as their accounting policy or draft their own manual. A
31 statement of total revenues and disbursements otherwise known as the School Support

32 Organization Annual Financial Report for the prior school year (July 1 – June 30) is due no later
33 than August 15 of the current school year.

34 **FUNDRAISING**

35 The SSO shall obtain approval of the principal/designee and district Finance Department prior to
36 the start of any fundraising activity. The principal/designee should consider, at a minimum, the
37 following when approving or denying a request by an SSO to engage in a fundraising activity:

- 38 1. Whether the fundraising activity, as scheduled, conflicts with a fundraising activity of the
39 district or an individual school within the district; and
- 40 2. Whether the fundraising activity is consistent with the goals and mission of the school or
41 school district.

42 School support organizations are not permitted to hold games of chance, except as permitted by
43 the Tennessee Constitution and State statutes. This includes all raffles, cakewalks, etc. in which a
44 participant is required to purchase a ticket for a chance to win a prize.

45 A principal may allow funds raised by SSOs outside the school day and involving students to be
46 collected during the school day by the school support organization. These funds shall remain
47 school support organization funds as long as school employees are not involved in the accounting
48 of the funds and the funds are turned in using sealed envelopes.

49 Prior to commencing any fundraising activity that is intended to support expanding, modernizing,
50 renovating, or rendering maintenance to district-owned property, the SSO must submit the project
51 to the school principal and Director of Schools for approval. Renovations or construction on school
52 property may require additional approval by the School Board and Murfreesboro City Council.

53 **SCHOOL REPRESENTATIVES**

54 A school representative or any MCS employee may not act as a treasurer or bookkeeper for an
55 SSO. A school representative may not be signatory on the checks for a SSO or have access to any
56 debit/credit card belonging to the SSO. Individuals authorized to sign on the bank account cannot
57 be related by blood or marriage or reside in the same household as a school representative. A
58 majority of the voting members of any SSO board shall not be composed of school representatives.
59 A school representative may not act as an officer of the SSO unless approved by the district's
60 Finance Director.

61 **DISSOLUTION**

62 Each school support organization shall address voluntary dissolution in their by-laws and shall
63 include who is responsible for completing required documentation with the Office of the
64 Tennessee Attorney General and Tennessee Secretary of State. Upon dissolution, all assets of the
65 school support organization shall be transferred to the school or district, depending on the stated
66 goals of the organization, pursuant to the requirements of TCA § 48-64-103.

Legal References
TCA 49-2-604