

**Lebanon Special School District
School Support Organization Memorandum of Agreement**

This Memorandum of Agreement is hereby entered into by and between the Lebanon Special School District (hereinafter, "LSSD") and the School Support Organization entitled _____ which supports _____ School (hereinafter, "SSO") for the purpose of providing financial support to help carry out academic, arts, athletic, and social programs to further educational opportunities for the children of LSSD.

As an approved SSO by the LSSD Board of Education, our organization agrees to:

- Abide by any Public Chapter No. 326 and all policies/procedures regarding school support organizations;
- Indemnify the Board of Education, the Director of Schools, and all other agents of the local education agency for the actions of the SSO;
- Abide by all applicable Federal, State, and local laws, ordinances and regulations in its activities;
- Maintain a copy of the SSO's charter, bylaws, minutes, and documentation of recognition as a nonprofit organization;
- Maintain financial records for a period of at least four (4) years;
- Operate within the applicable standards and guidelines set by a related state association, if applicable, and shall not promote, encourage or acquiesce in any violation of student or team eligibility requirements, conduct codes or sportsmanship standards;
- Ensure that SSO funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the organization;
- Obtain the approval of the Director/Director's designee before undertaking any fundraising activity that utilizes any property or facilities owned or operated by the local education authority;
- Provide access to all books, records, and bank account information for the school support organization to officials of the local school board, local school principal, or auditors of the office of the comptroller of the treasury upon request;
- Ensure that the majority of the voting members of any SSO Board should not be composed of school representatives;
- Submit a detailed statement of receipts and disbursements to the applicable principal on a quarterly basis for review (to the Director/Director's designee if no principal is available);

- Submit the Required Information and Related Documentation (page 2) to the Director/Director's designee; and
- Not:
 1. Use the school/district's sales tax exemption to purchase items;
 2. Represent or imply that the SSO is acting on behalf of or committing the school or district;
 3. Use SSO funds for a purpose other than those that have been approved; or
 4. Maintain/operate a bank account that bears the employer identification number of the BOE, school, or any other school related governmental body.

LSSD, upon receipt of the required information and related documentation and after Board of Education approval, agrees to:

- Allow the SSO use of the name, mascot or logo of a school or the school district to solicit or raise money, materials, property, securities, services, or other things of value;
- Designate July 1st of each new school year as the date for the SSO to submit the Required Information and Related Documentation (page 2) to the Director/Director's designee;
- Assign the quarterly review of the SSO's financial records (i.e. a detailed statement of receipts and disbursements) to the school principal or the Director/Director's designee if principal is unavailable;
- Designate June 15th at the end of each school year as the date to submit a detailed statement of receipts and disbursements to the applicable school principal or, if no school principal is applicable, to the Director/Director's designee;
- Ensure that no school representative acts as a treasurer or bookkeeper for a SSO, or is a signatory on the checks for a SSO; and
- Authorize the Director/Director's designee to enact procedures to suspend or revoke the authorization of any SSO for a failure to abide by the policies and procedures regarding SSO's.

SSO Name

SSO Authorized Signature

Date

LSSD Director/Director's Designee

Date

**Lebanon Special School District
School Support Organization Annual Memorandum of Agreement**

Required Information and Related Documentation (due July 1st to the Director/Director's Designee):

- _____ Documentation confirming the SSO's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation is attached (applicable by June 30, 2008);
- _____ Verification that previously provided documentation of nonprofit status is still correct and current (if applicable);
- _____ Copy of the SSO's written policy specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it is attached.
- _____ Verification that detailed statement of receipts and disbursements for the previous school year were submitted to the applicable school principal and/or Director/Director's designee;
- _____ Verification that financial records for four (4) years are maintained and available upon request;
- _____ Contact information for SSO's principal contact and officers:

Name	SSO Position	Address	Telephone	Email

_____ Written statement of goals and objectives of the SSO:

_____ Requested Fundraising Activity Approval (aligned with the above stated goals and objectives):

SSO Name

SSO Authorized Signature

Date

LSSD Director/Director's Designee

School Year

Date