

KIPP: Nashville Board of Directors

Monitoring:	Descriptor Term:	Policy:	Issued:
Annually	School Support Organizations	2404	12/6/2019

1 INTRODUCTION

2 Only a group or organization that has entered into a written cooperative agreement and
3 understanding of financial responsibility with the board may use the name, mascot, or logo of a
4 school, or KIPP Nashville's property or facilities to solicit or raise money, materials, property,
5 securities, services, or other things of value.

6 REPORTING AND RECORDS

7 Any forms, annual reports, or financial statements submitted shall be open to public inspection
8 as a public record.

9 PROCEDURES

10 The principal or his/her designee shall create procedures to oversee the relationship between
11 the school and any school support organization. These procedures shall include, at a minimum,
12 the following:

- 13 1. Any agreement between the board and a school support organization shall be in writing
14 and signed by the principal or his/her designee and an authorized agent of the school
15 support organization seeking authorization. This agreement shall contain, at a minimum,
16 the following provisions:
 - 17 a. An agreement to abide by any policies and procedures regarding school support
18 organizations; and
 - 19 b. An agreement to indemnify the board, the director of schools, and all other
20 agents of the local education agency for the actions of the school support
21 organization and any individuals within the organization.
- 22 2. Prior to entering into any agreement, a school support organization shall submit the
23 following to the principal or his/her designee:
 - 24 a. Documentation confirming the school support organization's status as a
25 nonprofit organization, foundation, or a chartered member of a nonprofit
26 organization or foundation;

- 1 b. A written statement of the goals and objectives of the group or organization;
- 2 c. The telephone number, address, email address and position of the leadership of
- 3 the group or organization; and
- 4 3. The school support organization shall abide by all applicable Federal, State, and local
- 5 laws, ordinances, and regulations in its activities.
- 6 4. The school support organization shall maintain, at a minimum, detailed statements of
- 7 receipts and disbursements, a copy of its charter, bylaws, minutes, and documentation of
- 8 its recognition as a nonprofit organization.
- 9 5. The school support organization shall maintain financial records for a period of at least
- 10 four (4) years and be available upon request by any member of the organization,
- 11 principal, Chief Finance Officer or his/her designee or the office of the Comptroller of
- 12 Treasury.
- 13 6. The school support organization shall operate within the applicable standards and
- 14 guidelines set by a related state association, if applicable, and shall not promote,
- 15 encourage, or acquiesce in any violation of student or team eligibility requirements,
- 16 conduct codes, or sportsmanship standards.
- 17 7. The school support organization's officers shall ensure that school support organization
- 18 funds are safeguarded and are spent only for purposes related to the stated goals and
- 19 objectives of the organization.
- 20 8. The school support organization shall provide access to all books, records, and bank
- 21 account information for the school support organization to officials of the local school
- 22 board, local school principal, or auditors of the office of the comptroller of the treasury
- 23 upon request.
- 24 The principal or his/her designee may enact procedures to suspend or revoke the authorization
- 25 of any school support organization for a failure to abide by the policies and procedures
- 26 regarding school support organizations.

27 **CONCESSIONS AND PARKING**

28 The principal of a school may agree to allow an authorized school support organization to

29 operate and collect money for a concession stand or parking at a related school academic, arts,

30 athletic, or social event on school property. Prior approval of the principal or his/her designee

31 shall be obtained as mentioned under fundraising activities. Any money payable to the school

32 pursuant to the agreement with the principal will be considered school support group funds and

33 not student activity funds if the school support organization provides the school with the

34 relevant collection documentation required by the student activity funds manual produced by

35 the State.