Instructions on SSO Fundraisers

The School Support Organization must abide by all policies and procedures regarding school support groups including MNPS fundraising policy. The school support group will adhere to the signed agreement and understanding of financial responsibility with Metropolitan Nashville Public Schools.

In order to conduct a fundraiser you will need the following to be completed:

**Step 1:** **SSO Fundraiser Authorization Form:** SSO fundraiser authorization forms can be found on the SSO web page under “SSO Fundraiser Forms and Resources”. You can also obtain the form from the school bookkeeper. This form should be completed & submitted only after you have received confirmation that your organization has been approved as an active MNPS SSO by the MNPS School Audit department each year. The form must be submitted 30 days prior to your event with exact beginning & ending fundraising dates with the required signatures. **NOTE:** Solicitations of donations, Restaurant nights, & Loyalty reward programs (Kroger, Publix, Target, etc.) are considered fundraisers because the public is being asked to link their reward card or make a donation to your organization where the organization will receive money.

**Step 2:** **External Facility Use Request Form:** You must submit an External facility use request form through your bookkeeper and get approval. This request is to inform the facility use office of events taking place in a MNPS facility. Insurance is required; however, the facility use fees are waived for approved MNPS school support organizations. Without facility use approval, the fundraiser authorization form cannot be approved by School Audit.

**Step 3:** **Cooperative Fundraiser Agreement:** This form is only to be prepared by SSO’s that plan to fundraise by operating the school’s bookstore, book fair, concessions, and/or parking. SSO’s conducting any of these fundraisers must still submit this form with each fundraiser authorization that is submitted.

**Additional Fundraising Information:**

- The Bookkeeper will submit your facility use request & fundraiser information to both the School Audit & Facility Use departments. These two departments will correspond via email with your bookkeeper for additional clarity or to send an approval confirmation.

- School Support Organizations must handle and collect all funds for SSO sponsored fundraisers. MNPS employees cannot handle or collect funds for any SSO fundraisers.

- SSO’s cannot use the MNPS EIN# or tax exemption status. SSO’s are not covered under MNPS insurance, the organization must purchase their own liability insurance in order to use an MNPS facility.

- Correspondence regarding fundraisers should not be sent out or advertised until you have received approval from the Facility Use and School Audit departments.