Greetings School Support Organization (SSO) Officers and School Principals!

As we end each school year and look forward to the start of a new one, your school support organization(s) will begin their organizational planning. Now is the time to provide each group with the required annual documents necessary to be in compliance with the School Support Organization Financial Accountability Act of 2007 (amended in 2008). For clarity, school support organizations (SSO’s) include any and all organizations that are set up to support MNPS academics, school team, club, or class. Each SSO must be a legal non-profit corporation in the State of Tennessee and comply with TCA 49-2-604 and all MNPS district policies. The TCA law (TCA 49-2-604), MNPS district policies, and other SSO resources are available on the MNPS webpage (www.mnps.org/school-support-organizations) for your review.

- All school support organizations wanting to be approved to operate for the 2020-2021 school year must follow our registration process and submit all documents before August 31st.

Please ensure that the necessary forms are prepared by your school support organization officer(s) and are legible for communication purposes, complete, and submitted to the MNPS School Audit department for review and approval. It is very important that all elected officers read each document carefully before signing so that everyone is aware of all MNPS SSO guidelines regarding officers & policies. Also, an example of a completed registration packet has been provided on the MNPS website at the link above.

Please submit one completed registration packet by email to MNPSSupportOrganizations@mnps.org with your organization’s name and Registration 2020 in the subject line of the email. Please scan the documents as attachments and do not send pictures of the documents. You may also fax your packet to (615) 214-8889 with a cover sheet to the Attention of: MNPS School Audit Department/School Support Organization Registration 2020. Once all documents are reviewed & approved, you will receive a confirmation email from the Director of School Audit and your organization will be listed on our website at www.mnps.org/school-support-organizations by our communications team once all groups have been approved to be recognized. Organizations are not to operate until a confirmation email has been received. New Organizations should not be operating at the start of the year before receiving a confirmation email of approval.

If you have any further questions or need additional information that is not on the website, please contact Taronda Frierson, Director of School Audit @ Taronda.frierson@mnps.org or (615) 259-8559. You can also email MNPSSupportOrganizations@mnps.org. We want to ensure that all MNPS SSO’s are in compliance with MNPS Policy 2.404, School Support Organization Financial Accountability Act of 2007 (amended in 2008), and the TN Comptroller’s Model Financial Policy. Below, we have provided a checklist for all annual requirements & documents.
CHECKLIST OF ANNUAL REGISTRATION REQUIREMENTS FOR SSO’s

☐ **Financial Training for SSO’s:** At minimum, all SSO Presidents and Treasurers are required to take the MNPS SSO Financial Training Module & pass with a 100% completion for your organization to be approved. The SSO Training Module can be found at the following link: [https://forms.office.com/Pages/ResponsePage.aspx?id=V4KCxhBkfkC1V7XcchHeVbHc-0wTrzxFnO9BX7_3jOUNUMzVCTzlUUE82ME1WQUc5MUZaTlFMT1hMSC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=V4KCxhBkfkC1V7XcchHeVbHc-0wTrzxFnO9BX7_3jOUNUMzVCTzlUUE82ME1WQUc5MUZaTlFMT1hMSC4u)

☐ **(First Year Organizations Only) - Copy of your organization’s Charter:** First year SSO’s must provide a copy of the State approved Charter from the TN Secretary of State’s office. First year PTA’s will need to provide a confirmation letter from the TN PTA that you are an official organization under their umbrella.

☐ **Tennessee Corporation Annual Report Form from TN Secretary of State Office:** Proof that your organization has paid & renewed or your renewal is up to date with the TN Secretary of State is required for all organizations except PTA.

☐ **MNPS Annual Officer Registration Form:** This MNPS form is required and must be completed in its entirety. At minimum, per the TN Secretary of State, all non-profits must have a President and Secretary. MNPS also requires that you have a Treasurer if you plan to fundraise in our district. Your organization’s goals & objectives for supporting students & the school should be listed on the form along with the names, addresses, phone numbers, and email addresses of each elected officer in the organization. It must also include the organization’s Federal EIN number that was assigned by the IRS. Using the MNPS Federal EIN number is not allowable.

☐ **If your SSO is recognized as an approved 501© (3) entity by the IRS, a copy of your IRS determination letter must be provided.**

☐ **MNPS SSO Agreement & Understanding of Financial Responsibility:** School support organizations must annually enter into a written agreement with MNPS to use 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. This form will be kept on file in the Audit department. Please be sure to read this document carefully before signing regarding compliance with accounting, controlling, and safeguarding of all money, materials, and property.
School Support Organization Financial Procedure Standards Form:
Your organization should be following the minimum financial controls of the TN Comptroller’s Model Financial policies for SSO’s and have written financial procedures in place to ensure that your organization is operating in a fiscally responsible manner.

By-Laws:
All new organizations must submit a copy of your by-laws except PTA’s. SSO’s that were active & operating in the previous year will only submit by-laws if you have made revisions and checked the revision box on the officer registration form. PTA’s fall under the National PTA organization by-laws so you do not have to submit any.

Detailed Report of Revenues and Expenses:
It is required by law that all school support organizations submit a detailed revenue and expense report at the end of the year. Organizations will receive an email close to the end of the school year reminding you to submit a copy of the organization’s detailed revenue and expenditures for the year by June 30th. This report should detail SSO events that have taken place and the revenue and expenses of the organization for the current year. (Example: 2019-2020 financial info is submitted on June 30, 2020.) An example template for detailed receipts & disbursements has been provided on the SSO web page for your review. The detailed spreadsheet must include the school year, organization name, dates, events, and amounts taken in and amounts disbursed. Revenue and expense information does become public record.

Best Regards,
The MNPS School Audit Department