

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 2.404.1

Board/SSO Agreement

Board/School Support Organization Agreement - Administrative Procedure

In order to effectively oversee the relationship between the Board and any school support organization (SSO), an agreement between the Board and any SSO shall be drafted and reviewed by the board attorney. The agreement shall be in writing and signed by the Superintendent/designee an authorized agent of the SSO seeking authorization.

The agreement shall contain the following provisions requiring the SSO to:

1. Abide by any policies maintained by the Board and procedures developed by the Superintendent regarding SSOs;
2. Indemnify the Board, Superintendent, and all other agents of the school district;
3. Abide by all applicable federal, state, and local laws, ordinances, and regulations in its activities;
4. Maintain a copy of its charter, bylaws, minutes, detailed statements of receipts and disbursements, and documentation of its recognition as a nonprofit organization for a period of at least four (4) years and available upon request;
5. 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;
6. Obtain the approval of the Superintendent/designee before undertaking any fundraising activities;
7. Ensure that school support organization funds are safeguarded and are spent only for purposes related to the stated goals and objectives of the SSO; and
8. Provide access to all books, records, and bank account information for the SSO to officials of the local school Board, local school principal, or auditors of the office of the comptroller of the treasury upon request.

If these provisions are not followed, the authorization of the SSO shall be suspended or revoked.