



April 15, 2021

Greetings School Support Organization (SSO) Officers!

As we end each school year, your organization will begin their planning to look forward to the start of a new year. Now is the time to complete the required annual documents necessary to be in compliance with the School Support Organization Financial Accountability Act of 2007 (amended in 2008). School support organizations (SSOs) include any and all organizations that are set up to support Oak Ridge Schools academics, school teams, clubs, or classes. Each SSO must be a registered non-profit corporation in the State of Tennessee and comply with TCA 49-2-604 and all ORS district policies. The TCA law (TCA 49-2-604), ORS district policies, and other SSO resources are available on the ORS webpage (<https://www.ortn.edu/central-office/business-and-operations/school-support-organizations/>) for your review.

- All school support organizations wishing to be approved to operate for the 2021-2022 school year must register and submit all documents before August 1, 2021.

Please ensure that the necessary forms are prepared by your SSO officer(s) and are legible for communication purposes, complete, and submitted to the school bookkeeper or administrative assistant at the school your organization supports. It is very important that all elected officers read each document carefully before signing so that everyone is aware of all guidelines regarding officers & policies.

Please submit one completed registration packet to the school bookkeeper or administrative assistant. Once all documents are reviewed & approved, you will receive a confirmation email from the ORS Business Office and your organization will be listed on our website 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 Jenifer Van Dyke, Business Services Coordinator, [jhvandyke@ortn.edu](mailto:jhvandyke@ortn.edu). We want to ensure that all ORS SSOs are in compliance with ORS Policy 2.404, School Support Organization Financial Accountability Act of 2007 (amended in 2008), and the TN Comptroller's Model Financial Policy for School Support Organizations (amended May 2020). We have provided a checklist for all annual requirements & documents on the following page.

## ANNUAL CHECKLIST OF REQUIRED FORMS & DOCUMENTS

- Annual Information Form:** This form must be completed in its entirety. At minimum, per the TN Secretary of State, all non-profits must have a President and Secretary. 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.
- Tennessee Corporation Annual Report Form from TN Secretary of State Office:** Proof that your organization has paid & your renewal is up to date with the TN Secretary of State. (Required for all organizations except for PTAs that fall under the TN PTA umbrella.)
- SSO Financial Agreement:** School support organizations must agree to operate in a fiscally responsible manner and in accordance with the Model Financial Policy for School Support Organizations. This is required 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. Please be sure to read this document carefully before signing regarding compliance with accounting, controlling, and safeguarding of all money, materials, and property.
- Annual Financial Report:** It is required by law that all school support organizations submit a revenue and expense report at the end of the year. This report should detail SSO events that have taken place and the revenue and expenses of the organization. Revenue and expense information does become public record.
- Board of Education Agreement:** This form is the agreement between the SSO and the ORS Board of Education and is required to be signed by an organization representative, usually the member holding the office of President.
- Copy of IRS Determination Letter:** This is required only if your SSO is an approved 501(c)(3) entity.
- (New Organizations Only) Copy of Organization's Charter:** First year SSO's must provide a copy of the State approved Charter from the TN Secretary of State's office.