

**Checklist of SCO items to be submitted to the Business Services Office (attn.: Kris Murphy) by September 30, 2018**

- *Annual Organization Approval Form*
  - Date of Application for Approval (date submitted to K. Murphy)
  - Name of Organization
  - TIN
  - Attach a copy of *Determination Letter* or a copy of the *Application for Determination*
  - (1) Names, addresses, phone numbers, email addresses and titles of all officers
  - (2) Organization's purpose, including any membership qualifications or quotas
  - (3) A list of specific annual objectives- what are you raising money for (be *fairly* specific)
  - (4) Desired use of leftover funds
  - (5)
    - Beginning bank balance as of July 1, 2018
    - Total receipts for last year (July 1, 2017- June 30, 2018)
    - Total expenditures for last year (July 1, 2017- June 30, 2018)
    - Ending bank balance as of June 30, 2018
  - (6a) Name and address of the bank where the organization's account is located
  - (6b) The names of those authorized to withdrawal funds
  - (7) Copy of evidence of liability insurance
  - (8)
    - Administrator's signature
    - SCO president's/treasurer's signature

At the same time when SCOs submit the *Annual Organizational Approval Form* requesting Board of Education approval, the following must also be submitted to the Business Services Office:

- A current copy of the **SCO-approved Constitution** that addresses or includes:
  - Name and purpose of the SCO
  - Names of executive board members or officers, with positions and duties of each position defined, and their term limits
  - Membership
  - Method of amendments to the constitution, such as by whom, what percent of members, and/or by ballot
  - Method of adoptions or ratification of constitution and any subsequent amendments
- A current copy of the **SCO-approved Bylaws** that addresses or includes the following if not in the Constitution:
  - Duties and powers of the executive board or officers
  - The composition and membership of committees
  - Successions
  - Elections and qualifications for office
  - Finances, including a statement of internal controls, authorization of financial activities, and who can preapprove transactions
  - Meeting schedule for regular and special sessions, including time, manner frequency, definition of a quorum, and who shall conduct meetings. (*Reminder- the procedures and meetings shall be governed by Roberts' Rules of Order or a similar code. Minutes of the*

*meetings shall be kept and read for approval at succeeding meetings. Actions taken by the executive committee shall be reported to the membership at large.)*

- **Statements of Understanding** (copy and paste these statements directly into your bylaws)
  - The district has the express right to review and/or audit SCO's financial statement to help ensure their financial integrity
  - If the superintendent considers it necessary, she may revoke an SCO's authorization to conduct activities at the school and elsewhere in the district
  - The SCO acknowledges it must have its own tax identification number (TIN)
  - The SCO must be officially recognized as a tax-exempt organization under internal revenue code section 501(c)(3)
  - The SCO is not authorized to act as an agent of the school or district
  - No individual will personally financially benefit from the activities the SCO conducts
- Any/all other information that assists SCOs with decision-making