



## SSO Cooperative Agreement for Fundraising

**This form is only to be completed and submitted with the SSO fundraiser request when an SSO wishes to operate the school's bookstore, book fair, concessions, or parking. This form must be completed & submitted for each related fundraising activity requested.**

Per the *Tennessee Internal School Uniform Accounting Policy Manual* in Section 4, Title 7: "Prior to the commencement of a cooperative activity, a written agreement concerning each party's responsibilities and the division of expenses and profits should be made between the outside group and the school."

### Accounting of Cooperative Proceeds:

1. Proceeds are to be collected and accounted for by the SSO group.
2. A designated individual from the school, preferably the sponsor of the activity, must verify that the division of the collections was based on the written agreement. The bookkeeper must issue a prenumbered receipt for the school's share once received.
3. A copy of the SSO collection document verifying how much was collected for the activity & shared by the organization must be given to the school bookkeeper. The bookkeeper must keep this documentation in the school's financial records.
4. Bookstores Only: 100% profit of bookstore fundraising activities must be spent in support of the school.

School Name: \_\_\_\_\_

School Support Organization: \_\_\_\_\_

Cooperative Fundraising Activity Being Conducted: \_\_\_\_\_

This Cooperative Agreement is a written agreement between the above named MNPS School and school support organization to conduct the fundraising activity listed with shared proceeds. By signing below, we have outlined the responsibilities of each party and the division of expenses and profits as applicable. We agree to the conditions outlined in the SSO Law, MNPS Policies and Procedures, and the TN Model Financial Policy. We understand that failure to abide by these laws and policies could revoke our authorization as a school support group of this district and be reported to the TN Comptroller's for further review.

President's Signature: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_