



MNPS School Support Organization's Fundraiser Procedures through MemberHub

School Support Organizations must abide by all policies and procedures regarding school support organizations including MNPS fundraising policy and all current Facility Use policies. The school support organization will adhere to the signed SSO agreement regarding financial responsibility with Metropolitan Nashville Public Schools. Fundraising request procedures should only be conducted by School Support Organization Officers or committee members that have been confirmed and authorized by the district to operate each year by August 1st.

The following steps must be followed with the appropriate and complete supporting documentation. Failure to submit the appropriate items or information could delay or cause non-approval of the fundraising activity:

Step 1: Follow the [MemberHub Instruction Guide](#) on How to Enter a Fundraiser Approval Request through MemberHub.

- What documents do I upload with the fundraiser request?
 - A copy of the organization's correspondence (i.e., flyer, newsletter, email, social media post) that will be communicated or published online to families must be submitted along with the fundraiser request form for review and approval.
 - If applicable, an approved External facility-use document (Please read step 2 for details on facility-use.)
 - If applicable, Cooperative Fundraiser Agreement (Please read step 3 for details on this form.)
- Solicitations of donations, Restaurant nights, & Loyalty reward programs (Kroger, Publix, Target, etc.) are considered fundraisers because the public is being asked to link their reward card or donate to your organization where the organization will receive money.

Step 2: Simultaneously, submit the MNPS External Facility Use Request Form through your associated school, if applicable.

- Please note that facility-use is a separate process and separate department from the fundraising approval.
- An external Facility-Use Request Form must be submitted if your organization is hosting an SSO activity or SSO related function or event on school property. School Support Organizations must have their own liability insurance for facility use, however, facility use fees are waived for MNPS approved SSOs.
- Without facility-use approval for any fundraiser that requires it, the fundraiser request submission that is entered in MemberHub must be saved and not submitted until the organization uploads the facility-use approval.
- For additional questions regarding facility use, please contact facility.use@mnps.org or visit their webpage here.



Step 3: When to upload a Cooperative Fundraiser Agreement?

- If your School Support Organization will be conducting and operating the school's bookstore, bookfair, concessions, and/or parking for events, a SSO Cooperative Fundraiser Agreement must be completed and submitted with the MNPS Fundraiser Request submission. This form is a requirement of the TN Model Financial Policy for SSOs. The form can be found [here](#) on the MNPS School Support Organization Webpage on the "Document and Resource page" in the folder labeled "Fundraiser Documents & Other Resources".

Additional Fundraising Information:

- School Support Organizations must have SSO representatives to handle and collect all funds for SSO sponsored fundraisers. MNPS employees cannot handle or collect funds for any SSO fundraiser event.
- For SSO sponsored fundraisers that require students to bring money to school during the school day, the SSO must communicate to parents to send the funds in a sealed envelope labeled with the SSO's name on it and the name of the fundraiser. The sponsoring group always assumes responsibility for the fundraiser, so an SSO representative must come to collect the envelopes or have a drop box located at the school to safeguard SSO funds. Note: Employees may collect the envelopes without opening it and turn over to the SSO representative.
- SSO's cannot conduct fundraisers that benefit individual students or families or that give credit for individual participation of the fundraiser. Fundraisers must benefit the entire school or specific group that raised the funds in the current year in which the SSO is associated.
- SSO's cannot use the MNPS EIN# or tax exemption status. SSO's are not covered under MNPS insurance, the organization must purchase their own liability insurance in order to use an MNPS facility. MNPS does not advise on which insurance to use.
- Correspondence/Communication regarding fundraisers should not be sent out or advertised to the public, including social media, until your organization has received approval from the Facility-Use department for use of the building and the Audit department for approval of the fundraising event.