



Greetings School Support Organization (SSO) Officers!

It is now time to prepare for school support organization(s) registration! We value and appreciate the time and support of all MNPS school support organizations. For clarity, school support organizations (SSOs) are any organizations that are set up to support an MNPS school, school team, club, or organization and may intend to fundraise on behalf of a school, team, club, or organization. SSOs must be in compliance with the *School Support Organization Financial Accountability Act* (TCA 49-2-604) which states that in order to be an active organization with a school district or fundraise each SSO must register and come into agreement with that school district before using a school district's or school's name, mascot or logos, property or facilities. **Registration begins July 1<sup>st</sup> and must be completed by the district's deadline of August 1<sup>st</sup> each year.**

Metro Nashville Public Schools SSO has teamed up with Givebacks, to provide an online SSO compliance management tool to help organizations simplify the management of SSO compliance documents and officer information. All SSO registration must be completed through the **Givebacks** online portal.

### **Registration Instructions for Current and Existing MNPS SSOs**

If you have not done so already, please begin finalizing your detailed statement of revenues and disbursement report for the current school year as it is due June 30<sup>th</sup> each year per TCA 49-2-604. However, you may submit on July 1 in Givebacks. After your organization has completed your detailed statement of revenues and disbursements report for the current school, it is time to submit your organization's compliance registration documents for the upcoming school year.

**Step 1:** Go to [app.memberhub.com](http://app.memberhub.com) and login to your account.

**Step 2:** Once logged in, in the top right, select your organization's name which takes you to your organization's profile.

**Step 3:** Starting July 1 each year, go to Compliance and click Enter Submissions to start the registration process – This is the section where you will see all required documents due. Your officers will submit each of your registration compliance documents for review and approval (description of required forms are listed below)

**Step 4:** Once all documents are submitted, reviewed, and approved, a confirmation email will be sent to your organization and Principal.



## **Required Registration Documents to Submit through Givebacks Portal:**

### **Documents that must be uploaded in Givebacks**

- Detailed Financial Report of Revenues and Disbursements for your organization for the prior school year (Current & Existing Organizations Only) – Due July 1**

You may create your own spreadsheet or use the TN Model Financial Policy School Support Organization Annual or Monthly Financial Report. All financial reports or spreadsheets must include:

- The school year and organization's name
- Beginning and Ending bank balances
- Dates, Events, and Amounts taken in (revenue) and amounts disbursed (expenses)

Disclaimer: SSO Financial Information is public record.

- TN Secretary of State Annual Report**  
Each year SSOs/non-profits are to file or renew with the TN Secretary of State office.

- Charter or Certificate of Existence from TN Secretary of State's Office**  
SSOs are to submit proof of the organization's existence that is filed with the TN Secretary of State office when the organization was formed/founded/chartered.

- By-Laws:**  
All current and existing organizations must submit a copy of the organization's by-laws, only if there are revisions.

- IRS 501c3 Determination Letter**  
SSOs recognized as an approved 501(c)(3) entity by the IRS for the purpose of donations, must provide a copy of your IRS determination letter. Be sure that you are not submitting the sales tax id from the Dept. of Revenue, those are two separate letters.

### **MNPS Digital Registration Documents found in the SSO Givebacks Portal**

- Officer Information Form**  
TCA 49-2-604 states officer information must be provided to the district.

- SSO Compliance Training Acknowledgement**  
The SSO Compliance Training provided by the district as part of the approval process must be reviewed and the assessment completed by the following officers: The President or individuals that share the role of President (Co-Presidents), Secretary, Treasurer or individuals that share the role of Treasurer (Co-Treasurers), and Fundraiser Chair.



New! Once completed, the Officer submitting registration must confirm in Givebacks that all Officers have completed the training.

- **Confirmation Acknowledging the MNPS and SSO Written Agreement:**  
School support organizations must annually enter into a written agreement with MNPS prior to using 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 (TCA 49-2-604). Please be sure to read this document carefully regarding compliance with Officer positions before signing.
  
- **School Support Organization Financial Procedure Form:**  
Your organization should be following the minimum financial controls of the TN Comptroller's Model Financial policies for SSOs. The organization should also have adopted these minimum financial controls in a policy within your organization. Also, the organization must identify all Authorized Signers of their checking account.

**Note: The responsible SSO member submitting registration will need to actively check their emails. Givebacks will send an email notification, if any registration documents are rejected. The email will also include comments of why it was rejected and the next steps for correction.**

### **Approval and Confirmation to Operate:**

Once all documents are reviewed & approved in Givebacks, you will receive a confirmation notification to operate. Additionally, your organization will be listed on the required published SSO list on the MNPS website once all groups have been approved. Organizations are not to operate until a confirmation email has been received. Direct any questions to:

[MNPSSupportOrganizations@mnps.org](mailto:MNPSSupportOrganizations@mnps.org)