



Greetings New 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 1st and must be completed by the district's deadline of August 1st 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 New SSOs

New SSOs seeking to register with the district, please review the first steps document which can be found on the MNPS School Support Organization website [here](#). Once you have reviewed & taken those steps:

- Email MNPSSupportOrganizations@mnps.org to request to register your organization with the district. In the email, please provide your organization's registered name and all officer's home address, phone number, and email addresses. Once that is complete, you all will receive an email when your SSO organization and Officer's profile are setup in Givebacks online tool to start registering.
- It is highly recommended that SSO Officers in your organization, who will be responsible for submitting registration documents and/or fundraiser requests, review the training video from Givebacks prior to registering, [click here](#) (Access Password: Gv%c2zaE).
- Each Officer will then:
 - **Step 1:** Go to app.memberhub.com and create an account and password.
 - **Step 2:** Then you will receive an email to verify your email address and login.
 - **Step 3:** Once logged in, in the top right, select your organization's name which takes you to your organization's profile.
 - **Step 4:** Once in your organization site, go to Compliance and click Enter Submissions – This is the section where you would submit each of your registration compliance documents for review and approval (description of required documents listed below).
 - **Step 5:** 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 the SSO Givebacks Portal:

- Not applicable to Newly Chartered SSOs - Detailed Financial Report of Revenues and Disbursements for your organization for the prior school year (Current & Existing Organizations Only)**
- 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 New SSOs must submit a copy of the organization's by-laws.
- IRS 501c3 Determination Letter**
SSOs recognized as an approved 501© (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 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, 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