Reset Form

SSO ASSURANCE DOCUMENT

School Support Organization (SSO)

SSO Name: _____ **Date:** _____

Name of SSO's Contact: _____ **Telephone:** _____

Describe the primary purpose(s) of the SSO:

List the proposed SSO activities:

List the proposed use of funds generated by the SSO:

ACKNOWLEDGEMENTS AND AGREEMENTS

_____ Initial I hereby acknowledge and agree to follow Nebo School District's accounting policies and procedures as applicable to the SSO (see Nebo School District Policy DJA, *Accounting Procedures*), which includes a process for recording receipts and expenditures, and depositing all revenue in an account established with a reputable financial institution.

_____ Initial Upon request, I hereby agree to provide financial statements to Nebo School District, which at a minimum, consists of a balance sheet and income statement.

_____ Initial I hereby agree NOT to receive, hold, or use public funds including, but not limited to, student fees.

_____ Initial I hereby acknowledge and agree to comply with all applicable federal and state laws, rules, and regulations including, but not limited to, filing appropriate income and sales tax returns, registering and maintaining proper business entity filings, and applying for necessary permits.

_____ Initial I hereby agree NOT to use Nebo School District's federal Employer Identification Number and/or any tax exempt number or status for any purpose.

_____ Initial When utilizing school facilities, I agree to complete and submit an Application for Use of School Facilities and execute a Facility Use Agreement.

_____ Initial I hereby acknowledge and agree to abide by all Nebo School District policies that relate to any SSO activity, event, or use of school facilities.

SSO Representative – Print Name	Signature - SSO Representative	Date

This SSO ☐ is ☐ is not officially recognized by Nebo School District for the 20___ - 20___ school year.

To qualify as an SSO, the group: (1) must be independently organized and not be sponsored by Nebo School District or its schools (e.g., PTAs, external PTOs, external booster clubs); AND (2) exists for the primary purpose of benefitting and supporting Nebo School District, its schools, and its officially sanctioned school teams, groups, clubs, classes, or student programs. Groups that are officially recognized as an SSO are eligible to rent school facilities under Classification III of the Fee Schedule as per Nebo School District Policy KA, *School Facility Use*.

School Administrator – Print Name	Signature – School Administrator	Date