

Book	Policy Manual
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9215 - **SCHOOL SUPPORT ORGANIZATIONS (~~SSO~~SSOS)**

The School Board believes that school support organizations (SSOs) provide invaluable assistance to the students of this District and its programs and appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet the educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. The Board encourages parents and staff to participate in such organizations.

Definitions

For purposes of this policy, the following terms are defined as follows:

SSOs: include the following: Booster clubs, Parent Teacher Associations (PTA), Parent Teacher Organization (PTO), Parent Teacher Support Associations, or any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic or social activities related to a school, that collects or receives money, materials, property or securities from students, parents or members of the general public. **SSOs do not include direct-support organizations (DSOs) under F.S. 1001.453 and included in Policy 9211 - Direct-Support Organizations (DSOS).**

A group of people who merely request that students, parents, or members of the general public make donations to a District, school, school club, or academic, arts, athletic or social activity related to a school or assist in the raising of funds for a specified purpose under the sponsorship of a school employee where the funds are turned over to the school to be used for the specific purpose for which the funds were raised, shall not be considered a SSO.

Donation: Any gift or contribution of money, materials, property, or securities from any non-governmental source received by a school official or employee for the benefit of a District, school, school club, or academic, arts, athletic, or social activity related to a school.

Internal School Funds: Any and all money received and accounted for at individual schools by school administration, and specifically include, but are not limited to: (a) Any donation or grant made to the school, a school club, or any academic, arts, athletic or social activity related to a school; (b) Funds for cafeteria services operated at the school; (c) Fees collected by the school; (d) Funds transferred to the local school from the school board that are to be accounted for at the local school level; (e) Funds raised through cooperative agreements with outside organizations; (f) Rental fees charged outside entities for use of school facilities; and (g) Student activity funds.

The Principal is authorized to provide support and assistance as appropriate upon the request of such an organization.

Prior Approval Process

Before the SSO may begin soliciting, raising, or collecting money, materials, property, or securities to support a District, school, school club, or any academic, arts, athletic, or social activity or event related to a school, the SSO shall submit documentation to the District that, at a minimum, documents the following:

- A. The SSO's status as a nonprofit organization, foundation, or a chartered member of a nonprofit organization or foundation; provided, however, that nothing in this section shall require that the organization be a 501(c)(3) organization under the Internal Revenue Code, codified in 26 U.S.C. 501(c) (3);
- B. The goals and objectives of the SSO; and
- C. The telephone number, address, and position of each officer of the organization.

Additionally, prior to approving an SSO, the Superintendent shall:

- A. review the objectives of the SSO to determine that relevant educational needs are being addressed;
- B. monitor the plans and activities of the SSO for compliance with laws, Board policies, and any administrative procedures.

Annual Requirements

The SSO shall annually, before the beginning of the school year, submit documentation to the District verifying its continued existence as a nonprofit organization. The digital form shall document, at a minimum:

- A. the goals and objectives of the organization; and
- B. the current telephone number, address, and position of each officer of the organization. The SSO shall file a statement of total revenues and disbursements at the end of the school year. The SSO shall also annually provide a digital record of an annual remittance of insurance coverage.

Approval is required before an SSO undertakes any fundraising activity to ensure there will be minimal conflicts in the scheduling of fundraisers. This approval shall not make the fundraising activity a school-sponsored activity.

The District shall post or publish a list of organizations that have complied with State law and the requirements detailed in this policy. This posting or publication will be published by the Communications Coordinator on the District's website.

Recordkeeping Requirements

All SSOs shall maintain, at a minimum, the following:

- A. detailed statements of receipts and disbursements;
- B. minutes of any meetings; and
- C. a copy of its charter, bylaws, and documentation of its recognition as a nonprofit organization.

The SSO records shall be maintained for a period of at least four (4) years.

Upon request, the SSO shall provide to the District, or any authorized and appropriate Auditor, access to all books, records, and bank account information for the organization.

SSO Officer Responsibilities

The SSO officers shall be responsible for the following:

- A. safeguarding the SSO funds;
- B. assuring that the funds are spent only for purposes related to the goals and objectives of the SSO; and
- C. adopting and maintaining appropriate written policies for the SSO specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, or securities collected or disbursed by it.

A District staff member may not be a treasurer or bookkeeper for an SSO. Further, a staff member shall not be the signatory on the checks of an SSO.

Limitation of Liability

The Superintendent shall require each SSOs fundraising activities comply with all applicable Board policies including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day.

All disbursements of donations shall comply with State and Federal law as well as the provisions in Policy 6608 - *Accountability and Oversight of Fundraiser and Crowdfunding Disbursements*.

SSOs shall indemnify and hold the Board harmless from and against any and all claims and causes of action arising out of or related to the SSOs' acts and omissions in carrying out their activities. The District, Board, or any Board staff member shall not incur any liability for the recognition of an SSO or the SSO's failure to safeguard school support organization funds.

SSOs shall purchase liability insurance (riders – self-insured) to cover such indemnification and to protect the SSO and Board against claims for damage or injury resulting from any act or omission on the part of the SSO. The amount of insurance coverage shall not be less than \$1,000,000, and the SSO shall provide the Board with sufficient digital documentation demonstrating that the Board is named as an additional insured on the policy.

The Board may require additional coverage for on-site events.

Required Compliance Measures

Any organization described in this policy must obtain an advance written cooperative agreement from the Building Principal or Superintendent before using any of the District's logos or name, as well as the District's or school's slogans, for the purpose of describing or promoting the organization or any activity of the organization.

Nondiscrimination

SSOs shall allow participation by parents, staff, and community members. All meetings should be communicated to the District and/or school and be open to the public. SSOs shall not discriminate on the basis of a class of individuals protected by State and/or Federal law (collectively "protected classes").

Persons shall not be excluded from participation in SSOs based upon the extent or level of their past participation.

Exceptions per F.A.C. 5P-1.003

For any fundraisers by student clubs and organizations, parent groups, or outside support organizations that involves the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold shall comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs, the USDA Smart Snacks in Schools regulations, F.A.C. 5P-1.003, and applicable State law, unless the Principal grants an exception to this requirement pursuant to F.A.C. 5P-1.003. If approved, fundraisers that involve the sale of food items or beverages to students on campus must be consistent with regulations established in Policy 8550, *Competitive Foods*, whether those food items and beverages are compliant with, or an exception to, the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations.

If an exception is granted to the requirement that food items and beverages available for sale to students on campus between one (1) hour after the last lunch period and thirty (30) minutes after the end of the school day are compliant with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools regulations, the Principal shall also comply with all requirements set forth in F.A.C. 5P-1.003, including the maintenance of required records.

Other Rules and Procedures

The following additional rules and procedures shall govern the working relationships between the Board, staff, and any approved SSO. The Board may revoke formal recognition and suspend fundraising privileges of any SSO that fails to comply with these rules:

- A. The Board relies upon approved SSOs to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.
- B. Membership should be available to staff, as appropriate, and members of the community in addition to parents.
- C. SSOs shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.

D. SSOs are encouraged to set goals that are consistent with those of the particular programs, activities, or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity, or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.

E. SSOs must abide by the policies and procedures established for the use of Board facilities and grounds. Projects that require any modification or alteration to Board property must be pre-approved by the Superintendent.

Notwithstanding the foregoing, the Board may authorize the use of voluntary donations and revenues generated by authorized booster clubs or associations to provide funds to athletic coaches, activity directors, or activity sponsors of an extra-curricular activity supported by the booster club or association, in accordance with Florida law, Board policy, and applicable administrative procedures. Any such funds shall comply with all applicable legal requirements.

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