



## School Support Organization (“SSO”) Annual Checklist

The following checklist was created by the Bristol Tennessee City Schools Business Office to help SSOs know when to submit certain forms and reports.

1. **Cooperative Agreement/Annual Information Form** – Submit **by July 31** of each year. If the SSO elects officers during the school year, the organization should update this form with new officers and contact information. Form attached.
2. **Annual Financial Report Form** – Submit **by July 31** of each year. Form attached. Please include completed financial information for prior year.
3. **Budget** – Submit **by August 31** of each year. Please submit a tentative budget for the current school year.
4. **Fundraiser Authorization Form** – Submit **before the organization begins a fundraiser**. SSO fundraisers require authorization from the school principal. If the fundraiser involves the entire student body or runs district-wide, approval must be obtained from the Superintendent or his/her designee. Example attached.

Please contact BTCS Business Office by calling (423) 652-9451 or by email at [businessoffice@btcs.org](mailto:businessoffice@btcs.org) with any questions.