

## CHECKLIST FOR FILING AS A SCHOOL SUPPORT ORGANIZATION

Make sure that each of the following is provided to the Board of Education Office at 105 Bluff Road, Kingston, TN 37763 in order to be recognized as an approved Student Support Organization.

- \_\_\_\_\_ 1. A copy of the non-profit status for the organization has been provided. (The Secretary of State will provide a document for all that apply. The \$100 filing fee has been waived for this year.)
- \_\_\_\_\_ 2. The names, positions, and contact information for all officers has been provided. (This information should be included on the Annual Information Form downloadable from the website.)
- \_\_\_\_\_ 3. A list of goals and objectives of the organization has been provided. (This information should be included on the Annual Information Form downloadable from the website.)
- \_\_\_\_\_ 4. Copies of the charter and bylaws of the organization have been provided.
- \_\_\_\_\_ 5. A current financial report for the organization has been provided. (This form is downloadable from the website.)

For Questions, call 376-5592.