

SSO Annual Document Checklist

Due annually at the start of the year

- 1) Agreement for School Support Organizations 2.401.1 (updated as needed)
- 2) Debit Card Policy
- 3) Venmo Policy

Due monthly

- 1) Financial Record 2.404.3 submitted to Board
- 4) Monthly Statements submitted to finance

Due throughout the year

- 1) Fundraiser Request and Summary Report 2.404.4
- 2) Concession Agreement

Due at the end of the year

- 1) Annual Financial Record 2.404.3
- 2) Compliance with School Support Organization 2.404.2

Fundraiser requests must be approved by the Director of Schools 3 weeks prior to the fundraiser starting.

Annual Financial records are due the second week in **June** each year.