



Student and School Support Organization (i.e. PTO, PTA and Booster)

When a student organization/club and an SSO agree to a joint fundraiser, the net proceeds must be allocated proportionally between the two groups, based upon the proportion of effort devoted by each participating organization (*Attorney General Opinion 184-032*).

JOB DUTIES

Students: _____%

Job Duties: _____

SSO: _____%

Job Duties: _____

DETERMINE EQUITABLE SPLIT

Equitable split determined from job duties: Students _____ SSO: _____

MONEY COLLECTION



Money will be collected, and vendor paid by:

STUDENTS (money collected by students and deposited into the bookstore daily, purchase order is in place to pay vendor)

SSO (collected by SSO group and kept with the SSO group, not left at the school, responsible to pay vendor)

Reporting due and check received within 15 business days at end of fundraiser

FINANCIAL REPORTS

STUDENTS: Run a revenue report, pay vendor, from already issued Purchase Order, and pay any other fundraiser expenses. It should now be determined the funds raised from fundraiser. Per the percentage split, students should complete a requisition to request a check to pay the SSO group their portion.

SSO: A financial report should be submitted showing revenue and expenses along with a check to the club for the determined percentage split.



For additional information regarding SSO Groups Tips and Guidelines are located on our District website at: <http://www.mpsaz.org/communications/supportorgs/>