

Memorandum
(via Email as an attachment)

Date: April 10, 2018
To: Knox County Schools Principals
Copied To: All recognized Knox County Schools Support Organizations (“SSO’s”)
From: Garrett Raiden, Supervisor of Internal School Funds

In addition to this Memorandum, you should also find attached to my email a blank SSO “Annual Report” form that must be completed by each of your SSO’s and returned to me no later than August 1, 2018 (the first business day in August 2018). The completion and submission of the “Annual Report,” along with any other documentation required by that “Annual Report,” is requisite for the support group to maintain its standing as an SSO for the year 2018 – 2019.

If your school does not have any SSO’s, please reply to my email stating that your school has none.

To be recognized as an approved SSO, a school support group must have entered into a written agreement with the District and with you or your predecessor as principal of your school. (Attached is a blank copy of the agreement that is required for a support group to be recognized as an SSO.) Also, to represent itself as an SSO, the support group must be listed on the District’s web site.

SSO’s are subject specifically to Knox County Schools Policy D-250 and Tennessee Code Section 49-2-604, as well as all other school district policies and local, state, and federal laws and regulations governing fund raising. For each proposed fund raising activity, an SSO must submit to you a completed “Support Group Fundraising Authorization Request” form and that form must be approved by you and the Director of Schools, or the Director’s designee, at least thirty days prior to the fundraising event.

The “Support Group Fundraising Authorization Request” and “Annual Report” forms and other SSO forms can be found on the District’s website. www.knoxschools.org/sso

Your cooperation and assistance is greatly appreciated.

Please send all documentation by email, mail or fax to:

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