

2022 Lexington One Support Organization Training Q&A

Question:

Where can the Support Organization Training Guide and Support Organization Training Presentation be found on the district website?

Answer:

From the District Webpage, select "I am", a "parent/guardian", scroll to the bottom and select "Support Organizations"

Question:

Can District Employees who serve on Support Organization Boards or as a member be a "2nd Signer" when Fundraiser sales are being held?

Answer:

District Employees cannot be a "Signer" for any type of Financial Transactions for the Support Organization.

Question:

Should Support Organizations be able to obtain a "Night Drop" Key to make deposits?

Answer:

Contact your Organizations Bank to make this request. If your organization banks with First Community, a signer on the account can request a night drop key and sign the night drop agreement. You also must provide the names of the individuals allowed to pick up the receipts, etc.

Question:

Can Support Organizations keep money in the Main Office or Athletic Office when Officers are not able to pick up funds during the day due to their Full Time Job Responsibilities?
What if the Support Organization has a "Safe" in the Office?

Answer:

Money that is received at the school for any Support Organization must be picked up before the school closes for the day. Schools are not allowed to keep money overnight, therefore no Support Organization money should be left in the school overnight. This also includes any type of "secure drop box" at the school. The organization should ensure that a Support Organization Board member is retrieving all money from the school daily. Implementing an online payment service should help eliminate or greatly reduce the need for any sums of money to enter the school.

Question:

How long can Support Organization Officers serve in a Consecutive Term?

Answer:

No Support Organization Officer can serve in any position for more than 5 consecutive years.

Question:

Is there an online store option/payment option available for Support Organizations?

Answer:

Yes. Many district Support Organizations are currently using Memberhub.com. This software provides online fundraisers, online store and communication tools to assist non-profit organizations. Please refer to the SCPTA.org website for more information regarding Memberhub user FAQ's.

Question:

Can Lexington 1 Support Organizations participate in Midlands Gives?

Answer:

Yes, if the Support Organization Board approves.

Question:

Can a Check list of Forms and Deadlines for Support Organizations be provided?

Answer:

Please refer to the Support Organization Guide for Forms and Deadlines. These would vary depending on the type of organization and the bylaws they are governed by.