

**SCO Manual Acknowledgement Form**

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As an elected officer to an SCO operating within the Desert Sands Unified School District, I certify that I have read the Desert Sands Unified School District SCO Manual. I understand the procedures outlined in this manual and will adhere to its instruction. At any time should I have questions regarding policies or procedures, or the information outlined in this manual, I will contact the school site administration for clarification or further instruction. I further understand that the information provided in this manual is not intended to be specific or all-inclusive. It is the responsibility of the SCO to fully understand all laws that govern the operation of SCOs.

Where necessary, the SCO will seek competent professional financial and tax advice for accounting and filing requirements. The District assumes no accountability or liability for the operation and management of SCOs. I understand that as an officer of the SCO, and member of the executive board, I am required to ensure the SCO procedures and operating practices are financially and legally sound, and in conformance with all rules, regulations, laws, ordinances and statutes applicable to the organization. I further understand and accept that I am legally obligated to be prudent and reasonable in conducting myself to help preserve and protect the organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SCO Name: \_\_\_\_\_

Office Held: \_\_\_\_\_

***Maintain a copy of this manual for your reference.***

***Please return this signed receipt form to the school site administrator.***