
LAKE- SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURES

TITLE: Direct Support Organizations

NUMBER: 1-05

REFERENCE: Florida Statutes 1001.64 (39); 1004.70
Board Rule 1.07

Page 1 of 1

- I. Any organization wishing to be so certified shall submit to the District Board in time for inclusion on the July Board meeting agenda each year:
 - a. For initial certification:
 1. A letter to the District Board requesting such certification;
 2. The Articles of Incorporation certified by the Florida Secretary of State.
 - b. For subsequent certification:
 1. A letter to the District Board requesting such certification, accompanied by written confirmation (sometimes referred to as "Form 19 Information") from Florida's Secretary of State that the organization is still a Florida non-profit corporation in good standing as of the audit date provided below;
 2. An annual post audit (covering the immediately preceding January 1 - December 31 period) of its financial accounts, conducted by an independent certified public accountant, containing sufficient detail so that the activities, sources of income and recipients of expenditures will be fully disclosed, except, however, the identity of donors who desire to remain anonymous shall be protected and that anonymity shall be maintained in the auditor's report;
 3. Any necessary supplemental data furnished by the organization.
- II. Certification shall entitle the direct support organization to make reasonable use of the property, facilities and personnel services of Lake-Sumter State College as long as:
 - a. Such use is arranged through the liaison named by the District Board Chairman and has the approval of the College President or his designee;
 - b. The direct support organization provides equal employment opportunities to all persons regardless of race, color, national origin, gender, age, religion or disability.
- III. The District Board shall deny certification at any time to any organization which it does not find to be operating in a manner consistent with the goals of Lake-Sumter State College and in accordance with appropriate Florida Statutes.