

New Co-ops

If you intend to submit a new cooperative agreement:

- Make sure all schools in the co-op have paid the entry fees for that activity prior to the entry deadline.
- Complete the new co-op application form. This form must be signed by the board president and an administrator from EACH school in the co-op.
 - If one or more of the schools does not have a board president, then the person that acts in that capacity would need to sign in both places.
- Submit an interschool agreement outlining the terms of the co-op and identifying the host and sub school(s) of the co-op. (This must also be signed by the board president and an administrator from ALL schools.)
- Submit a letter from your conference stating that the newly forming co-op has conference approval to form.
 - If the schools in the co-op are NOT part of a conference, then letters from five (5) future opponents must be submitted advising of their approval of the formation of the co-op.
- Return the application form, agreement, and conference/opponent approval to the IESA office via email, fax, or mail by the appropriate date.
- Please be sure to have all required signatures from all participating schools on each application form and interschool agreement, prior to the deadline, to avoid delays resulting from paperwork being returned.
- Make sure that the application paperwork is returned to the IESA office by the posted deadline.

Applications will not be accepted after the posted deadline.

Renewing Co-ops

If you intend to renew a cooperative agreement:

- Complete a co-op renewal form and return it by the appropriate date to the IESA office via email, fax, or mail.
- Please be sure to have all required signatures from all participating schools on the renewal form prior to the deadline to avoid delays resulting from paperwork being returned.
- For a co-op to renew, all terms and conditions of the original interschool agreement must remain the same. If anything will be different (i.e. different schools involved, different host school, different stipulations in the interschool agreement, etc.), the NEW co-op application process must be submitted with all necessary documents as outlined in the new co-op application process information.
- If the terms and conditions of the original agreement remain the same, then please submit by the IESA office is:
 - Complete the renewal form ensuring that ALL applicable signatures are obtained for EACH school in the co-op.
 - Submit entry fees for both membership and the renewing activity to the IESA office by the applicable deadlines.
- Please note: Entry fee deadlines are earlier than co-op paperwork deadlines.
- Please make sure that the application form is returned to the IESA office by the posted deadline.

Renewal forms will not be accepted after the posted deadline.

PLEASE KEEP THE FOLLOWING IN MIND WHEN CONSIDERING STARTING OR CONTINUING A CO-OP:

- All schools entering into a cooperative agreement must renew their membership through the IESA website. Entry fees must be paid by the posted entry deadline for each activity, each year of the agreement.
 - Please review the IESA Fee Schedule (<https://www.iesa.org/activities/fees.asp>) for Entry Fee information.
- **Co-op agreements are in place for a minimum of two (2) years. (One-year co-ops are NOT offered.)**
- The 7th and 8th grade enrollment of each school in the co-op will be added together to determine classification.
- Only the designated host school will be listed in activity assignments and will receive physical/electronic communication.

Additional information, including FAQs, forms, IESA by-laws, etc. on co-ops, can be found at the link below:

<https://www.iesa.org/documents/index.asp?Category=Coops>