BONDS FOR SUPERINTENDENTS
AND
CHIEF SCHOOL FINANCIAL OFFICERS

According to the Code of Alabama bonds for superintendents and chief school financial officers must be processed:

- With a reputable surety company authorized to do business in Alabama, and
- Approved by the State Superintendent of Education, and
- Recorded in the office of the county probate judge, and
- A recorded copy must be provided to the State Department of Education.

Bond forms must contain at least 4 signatures before approval by the State Superintendent. The person being bonded and their witness and the surety company representative and their witness must all sign the bond forms.

Four copies of the bond forms, each containing the 4 original signatures, must be submitted for the State Superintendent’s approval.

A copy of the surety company’s power of attorney, which names the surety company representative who signs the bond as authorized, must be provided.

For appointed officials (which includes all chief school financial officers and most superintendents) a copy of the board minutes or an excerpt that shows the date of the meeting and the appointment of the official must be provided.

Bonds should be processed for the entire term of office, either the elected term for certain county superintendents as stated in the law, or the term stated in the board minutes for appointed officials. If the minutes do not specify a term, the number of years on the bond should be “indefinite” or “continuous”.

When the bond has been recorded, recorded copies must be provided to the person being bonded, to the school board office for filing according to its procedures, to the surety company, and to the State Department of Education.

Superintendents and Chief School Financial Officers must be bonded for a minimum of $100,000 each.

If you need additional information, contact the Alabama Department of Education at telephone number (334) 242-9755.
INSTRUCTIONS FOR COMPLETING BOND FORMS
* See attached reference form for corresponding numbers listed below.

1) Mark the applicable block for the official being bonded. Complete the blank to state the title for other officials.

2) Complete the blank for the county in which the local board’s office is located.

3) Enter in the bonded individual’s name, including the appropriate prefix (Dr., Mr., Mrs., or Ms.).

4) Enter the name of the insurance or surety company.

5) Enter the local board’s name.

6) Enter the amount of the bond using words not numbers ($100,000 minimum for Superintendent and Chief School Financial Officer).

7) Enter the amount of the bond using numerals.

8) Sealed date is date surety or insurance company initiates the bond forms.

9) Enter the individual's name who is being bonded.

10) Enter the word “appointed” or “elected” as applicable.

11) Enter the date the board met and appointed the person being bonded or the date the person was elected to office.

12) Enter the length of the appointed or elected term of the individual. If the term is not specified in the board minutes, enter “indefinite”. (State law mandates elected terms.)

13) Enter the beginning date of the individual’s term.

14) Enter the ending date of the individual's term. Enter “not applicable” if the term is indefinite.

15) The individual being bonded signs on “Principal” line.

16) A witness to the principal’s signing, signs on “To Principal” line in the “Witness signatures:” column.

17) A surety/insurance company representative whose name appears in the company’s power of attorney signs on the “Surety” line.

18) A witness to the surety/insurance company representative’s signing, signs on “To Surety” line in the “Witness signatures:” column.

19) The president or chairperson of the governing local board of education approves and dates the form in the space provided.

BOND INSTRUCTIONS P. 2 OF 3
THE STATE OF ALABAMA, COUNTY, known by all men presents:
That we, , as principal, and , as surety, are held and firmly bound to the Board of Education, in the sum of dollars ($ )
for the payment of which well to be made and truly done, we bind ourselves, our heirs, executors, administrators, and assigns firmly by these presents.

Signed, sealed, and dated this day of , .

The condition of the above obligation is such that whereas the above bound , as principal, was duly to this office in and for said board of education on (date of board meeting, if appointed; or election date, if elected) for the term of years from the day of , , through the day of , (N/A if continuous or indefinite appointment).

Now, therefore, if the above named principal shall faithfully perform and discharge all duties of said office during his/her continuance therein, then the above obligation shall be void.

Witness signatures: 
Principal/Surety signatures: 

APPROVED: 
APPROVED: 

BOND INSTRUCTIONS P. 3 OF 3