

# Franklin County Board of Education

Monitoring: <b>Review: Annually, in May</b>	Descriptor Term: <h2 style="text-align: center;">Fundraising Activities</h2>	Description Code: <b>2.601</b>	Issued Date: <b>12/12/16</b>
		Rescinds: <b>6.701</b>	Issued: <b>04/20/15</b>

- 1 The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or  
2 services, soliciting funds or information, or securing participation in non-school related activities and  
3 functions. At the same time, schools shall inform and assist students in learning about programs, activities  
4 or information which may be of help or service to them. To attempt a fair balance, the following general  
5 guidelines will apply:  
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- 7 1. Fundraising activities shall be for the purpose of supplementing funds for established school  
8 programs and not for supplanting funds which are the responsibility of the public.  
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  - 10 2. Fundraising companies and other salespersons shall obtain permission in writing from the director  
11 of schools' office to visit the schools.  
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  - 13 3. Any commission payable by companies will be paid in the form of reduced prices to the students,  
14 or paid into the activity fund of the school for use by the school. No school employee shall  
15 personally benefit from any fundraising activity.  
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  - 17 4. The principal must obtain written approval from the director of schools or designee for all  
18 fundraising activities and comply with all applicable administrative procedures issued by the  
19 director of schools. Special fundraising activities conducted by parent and/or adult support groups  
20 affiliated with a school also require prior approval of the Director of Schools (Board Policy 2.404 –  
21 page 2, item 9 under "Procedures"). The authorization request shall contain the following  
22 information:<sup>1</sup>  
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    - 24 a. A list of the proposed fundraising activities;
    - 25 b. Purpose of the fundraising activity;
    - 26 c. Proposed uses of funds raised;
    - 27 d. Expected student involvement in fundraising activity (school-wide or individual class or  
28 club); and
    - 29 e. Margin of profit and how it is to be paid to the school
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  - 31 5. The director of schools shall determine whether or not the activity will benefit the school,  
32 contribute to the welfare of the student body and supplement, **not replace**, funds necessary to fulfill  
33 the board's required contributions.  
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  - 35 6. Students will not be excused from a regular class to participate in a fundraising activity. No grade  
36 in a subject or course will be affected by a student's participation or non-participation in a  
37 fundraising activity.  
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- 7. No quotas will be imposed on students involved and their efforts will be voluntary. Students who do not participate in fundraising activities will not be punished or discriminated against in any way.
- 8. Students shall not go door-to-door for the purpose of fundraising for a school, club or special activity of a school; this includes all fundraisers of adult sponsored groups affiliated with a school.
- 9. Students shall not participate in roadblocks for the purpose of fundraisers for schools, school organizations or activities, or adult sponsored groups affiliated with a school.

This policy shall not be construed as preventing a teacher from using instructional or informational materials even though the materials might include reference to a brand, product or a service.

**LOTTERIES**

No fundraising activity shall be conducted which distributes prizes or makes awards to winners from among purchasers of chances by means of tickets or otherwise through a random drawing or other random selection process unless specifically approved by state law or the Secretary of State.<sup>2</sup>

**ONLINE FUNDRAISING**

Individual schools may establish school-wide online fundraising accounts. The accounts must meet all fundraising requirements established by the board and the *Internal School Uniform Accounting Policy Manual*. The principal/designee of each school shall have access to the established fundraising account to ensure all funds are properly accounted for, and the information is recorded in the school’s accounting records by the designated personnel. Online fundraising shall not be used on behalf and for the benefit of an outside party.

Employees shall not engage in online fundraising in their official capacity as district employees nor make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser.

Legal Reference: \_\_\_\_\_

- 1. *Tennessee Internal School Uniform Accounting Policy Manual*; Section 4-26
- 2. OP Tenn. Atty. Gen. 95-039 (April 18, 1995)

Cross References: \_\_\_\_\_

- Student Activity Funds Management 2.900
- Staff Gifts and Solicitations 5.605