

Decatur County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Fundraising Activities	Descriptor Code: 2.601	Issued Date: 07/13/17
		Rescinds:	Issued:

1 *General*

2 The following general guidelines shall be followed:

- 3 1. Fundraising activities shall be authorized by the director or principal and shall be for the purpose
4 of supplementing funds for established school programs and not for supplementing funds which
5 are the responsibility of the public.
- 6 2. Fundraising companies and other salespersons shall obtain permission from the principal's office
7 in order to visit the schools.
- 8 3. Any commission payable by companies shall be paid in the form of reduced prices to the students
9 or paid into the activity fund of the school for use by the school. No school employee shall
10 personally benefit from any fundraising activity.
- 11 4. The principal must approve all fundraising activities, including online fundraising activities, that
12 involve the participation of the general student population in the marketing process of the
13 fundraising effort. All other fundraising activities, including online fundraising activities, must
14 have written approval from the principal and comply with all administrative procedures issued
15 by the director of schools. The authorization request shall contain the following information:¹
- 16 a. A list of the proposed fundraising activities;
- 17 b. Purpose of the fundraising activity;
- 18 c. Proposed uses of funds raised;
- 19 d. Expected student involvement in fundraising activity (school-wide or individual class or
20 club); and
- 21 e. Margin of profit and how it is to be paid to the school.
- 22 5. The principal shall determine whether or not the activity will benefit the school, contribute to the
23 welfare of the student body, and supplement, not replace, funds necessary to fulfill the board's
24 required contributions.
- 25 6. Students shall not be excused from a regular class to participate in a fundraising activity. No
26 grade in a subject or course shall be affected by a student's participation in a fundraising activity.

1 7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students
2 who do not participate in fundraising activities shall not be punished or discriminated against in
3 any way.

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

6 **LOTTERIES**

7 No fundraising activity shall be conducted which distributes prizes or makes awards to winners from
8 among purchasers of chances by means of tickets through a random selection process.²

9 **ONLINE FUNDRAISING**

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

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

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
2. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)

Cross References

Student Activity Funds Management 2.900
Staff Gifts and Solicitations 5.605