

# Dickson County Board of Education

Monitoring: <b>Review: Annually, in September</b>	Descriptor Term: <b>Fundraising Activities</b>	Descriptor Code: <b>2.601</b>	Issued Date: <b>09/19/19</b>
		Rescinds: <b>6.702</b>	Issued: <b>09/21/06</b>

## 1 *General*

2 The following guidelines shall be followed:<sup>1</sup>

- 3 1. Fundraising activities shall be authorized by the Director of Schools and shall be for the purpose  
4 of supplementing funds for established school programs and not for replacing funds which are  
5 the responsibility of the Board.
- 6 2. Fundraising companies and other salespersons shall obtain permission in writing from the  
7 Director of Schools' office 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 shall obtain written approval from the Director of Schools/designee for all  
12 fundraising activities, including online fundraising activities that involve the participation of the  
13 general student population in the marketing process of the fundraising effort. All other  
14 fundraising activities, including online fundraising activities, shall have written approval from  
15 the principal and comply with all administrative procedures issued by the Director of Schools.  
16 The authorization request shall contain the following information:<sup>2</sup>
  - 17 a. A list of the proposed fundraising activities;
  - 18 b. Purpose of the fundraising activity;
  - 19 c. Proposed uses of funds raised;
  - 20 d. Expected student involvement in fundraising activity (school-wide, individual class, or  
21 club); and
  - 22 e. Margin of profit and how it is to be paid to the school.
- 23 5. The Director of Schools shall determine whether or not the activity will benefit the school,  
24 contribute to the welfare of the student body, and supplement, not replace, funds necessary to  
25 fulfill the Board's required contributions.
- 26 6. No grade in a subject or course shall be affected by a student's participation in a fundraising  
27 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.<sup>3</sup>

## 9       **ONLINE FUNDRAISING**

10       Individual schools or individual school sponsored student organizations, may establish school-wide  
11       online fundraising accounts. The use of social media account or internet to solicit or raise funds for any  
12       school activity, school project, classroom equipment or extracurricular activity including athletic  
13       teams, must be approved through the normal fundraising procedures used by all schools. The accounts  
14       shall meet all fundraising requirements established by the Board and the *Tennessee Internal School*  
15       *Uniform Accounting Policy Manual*. The principal/designee of each school shall have access to the  
16       established fundraising account to ensure all funds are properly accounted for, and the information is  
17       recorded in the school's accounting records by the designated personnel. Online fundraising shall not  
18       be used on behalf and for the benefit of an outside party.

19       The following information will be supplied to the school principal along with any other information  
20       required for fundraising activities when seeking approval for online soliciting of funds or any other  
21       means of online fundraising:

- 22       1. The money collected must go to either the school district fund or a school designated account.  
23       Funds collected will never be delivered directly to a school employee.
- 24       2. Request for technology must be approved through the technology department. These request  
25       must include adequate descriptions of the devices, including pictures and video and appropriate  
26       description of how these devices will be used to enhance student achievement. These device  
27       must agree with the current technology plans and goals established by the district.
- 28       3. Any technology donated or purchased must be approved by the Director of Schools/designee  
29       prior to acceptance or order being made.
- 30       4. The use of any fundraising site which charges a fee for the service or collects a percentage of  
31       the amount collected must be disclosed and approved by the Director of Schools/designee.
- 32       5. All donated items or items obtained with fundraising proceeds become the property of the  
33       school and not the individual teacher.

34       An employee shall not engage in online fundraising for educational purposes in his/her official  
35       capacity as a district employee or make any reference to non-school sponsored fundraisers, online or  
36       otherwise, that would lead another to believe such activity is an approved school fundraiser.

## 37       **FUNDRAISING FOR NONEDUCATIONAL PURPOSES<sup>4</sup>**

1 On approval of the principal, an employee may be authorized to raise and use funds for the following  
2 noneducational purposes:

- 3 1. Bereavement support;
- 4
- 5 2. Award recognition;
- 6
- 7 3. Employee morale;
- 8
- 9 4. Banquets; or
- 10
- 11 5. Other situations at the principal's discretion.

12 These funds shall be derived from vending machine revenue, donations, or other means approved by  
13 the Director of Schools

14 The Director of Schools shall develop administrative procedures regarding the receipt, disbursement,  
15 accounting, and auditing of these noneducational funds. The Director of Schools shall ensure that the  
16 procedures are consistent with board policy and state law and disseminate them to all employees.

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Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32
3. Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)
4. Public Acts of 2019, Chapter No. 134

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Cross References

Revenues 2.400  
School Support Organization 2.404  
Audits 2.703  
Vendor Relations 2.809  
Student Activity Funds Management 2.900  
Staff Gifts and Solicitations 5.605