

# Franklin 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>01/13/25</b>
		Rescinds: <b>2.601</b>	Issued: <b>12/11/23</b>

## General

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

1. Fundraising activities shall be authorized by the Board and shall be for the purpose of supplementing funds for established school programs and not for replacing funds which are the responsibility of the Board.
2. Fundraising companies and other salespersons shall obtain permission in writing from the Director of Schools' office in order to visit the schools.
3. Any commission payable by companies shall be paid in the form of reduced prices to the students or paid into the activity fund of the school for use by the school. No school employee shall personally benefit from any fundraising activity.
4. The Principal shall obtain prior written approval from the Director of Schools for all fundraising activities; this includes all fundraising activities of the *School Support Organization(s)*. The provided authorization request shall contain the following information:<sup>2</sup>
  - a. A list of the proposed fundraising activities;
  - b. Purpose of the fundraising activity;
  - c. Proposed uses of funds raised;
  - d. Expected student involvement in fundraising activity (school-wide, individual class, or club); and
  - e. Margin of profit and how it is to be paid to the school.
5. The Director of Schools shall determine whether or not the activity will benefit the school, contribute to the welfare of the student body, and supplement, not replace, funds necessary to fulfill the Board's required contributions.
6. Students shall not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course shall be affected by a student's participation in a fundraising activity.
7. No quotas shall be imposed on students involved, and their efforts shall be voluntary. Students who do not participate in fundraising activities shall 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, a 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 through a random selection process.<sup>3</sup>

## ONLINE FUNDRAISING<sup>1</sup>

The latest *Tennessee Internal School Uniform Accounting Policy Manual* defines ‘crowdfunding’ (page 4-30) as the practice of fundraising via the internet. At this time, adequate internal controls have not been established; thus, the use of ‘crowdfunding’ is prohibited.

### *Individual Schools*

Individual schools are not to establish school-wide online fundraising accounts.

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

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

1. Bereavement support;
2. Award recognition;
3. Employee morale;
4. Banquets; or
5. Other situations at the Principal’s discretion.

These funds shall be derived from vending machine (when limited to staff access) revenue or donations (if so specifically noted).

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

## 1 **RECORDKEEPING<sup>1</sup>**

- 2 The Director of Schools/designee shall ensure that the appropriate records are maintained for each  
3 fundraising activity and shall be responsible for collecting and maintaining the appropriate documents  
4 that show the approving, tracking, and monitoring of each fundraising activity from beginning to end.

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### Legal References

1. [\*Internal School Funds Manual, Section 4-28 through 4-31\*](#)
2. [\*Internal School Funds Manual, Section 4-29\*](#)
3. [\*Tenn. Att'y Gen. Op. No. 03-049 \(Apr. 22, 2003\)\*](#)
4. [\*TCA 49-2-134\*](#)

### 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  
Gifts 6.710