

Houston County Board of Education

Monitoring: Review: Annually, in September	Descriptor Term: <h2 style="text-align: center;">Fundraising Activities</h2>	Descriptor Code: 2.601	Issued Date: 05/13/24
		Rescinds:	Issued: 02/08/21; 12/12/16; 07/08/13; 10/11/99

General

The following guidelines shall be followed:¹

1. Fundraising activities shall be authorized by the Board or the Director of Schools/Designee 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 written approval from the Director of Schools/designee for all fundraising activities, including online fundraising activities, that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities, including online fundraising activities, shall have written approval from the principal and comply with all administrative procedures issued by the Director of Schools. The authorization request shall contain the following information:²
 - 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.

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.³

ONLINE FUNDRAISING¹

The school district is authorized to utilize online fundraising (e.g., crowdfunding). The Director of Schools/designee shall ensure that adequate internal controls are established and will determine, on a case-by-case basis, when using online fundraising is appropriate.

An employee shall not engage in online fundraising for educational purposes in his/her official capacity as a district employee or make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser. Online fundraising shall not be used on behalf and for the benefit of an outside party.

Individual Schools

Individual schools may establish school-wide online fundraising accounts. The accounts shall meet all fundraising requirements established by the Board and the *Tennessee 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.

FUNDRAISING FOR NONEDUCATIONAL PURPOSES⁴

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 revenue, donations, or other sources approved by the administration.

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.

RECORDKEEPING¹

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

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-30, 4-31
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-28
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