

Hamilton County Board of Education

Monitoring: Review: Annually in May	Descriptor Term: Student Solicitations/Fundraising Activities	Descriptor Code: 6.701	Issued Date: 12/16/04
		Rescinded:	Revised: 06/15/23

The schools shall avoid exploiting students, whether by advertising or otherwise promoting products or services, soliciting funds or information, or securing participation in non-school related activities and functions. Fundraising activities involving students shall be kept to a minimum and serve only to provide for goods and/or services that enhance the instructional program and provide desirable learning experiences. For purposes of this policy a fundraising activity is defined as any activity (e.g. resale, fund drive, use of school facilities for which the school receives a commission, or the requesting of voluntary contributions of money or other resources) conducted by the school or its representatives which is intended or designed to generate a profit for the general fund or for an individual club or class account. Property received through fundraising activities (including donations and grant awards) is considered to be property of the District and will remain in the classroom. If the teacher moves to another site, either within the District or to another school system, the materials remain in the school. To attempt a fair balance, the following general guidelines will apply:

1. Fundraising activities are authorized by the Board and shall be for the purpose of supplementing funds for established school programs and not for supplanting funds which are the responsibility of the local board of education.
2. Any commission payable by companies will 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.
3. All fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort must be approved in writing by the director of schools or his/her designee. All other fundraising activities, such as donors choose classroom projects and club specific fundraisers that do not involve the participation of the general student population, must have written approval from the principal. In granting approval for a fundraising activity, 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. The authorization request shall contain the following information: ¹
 1. A list of the proposed fundraising activities;
 2. Purpose of the fundraising activity;
 3. Amount needed and proposed uses;
 4. Present balance of affected fund and/or accounts;
 5. Expected student involvement in fundraising activity (school-wide or individual class or club;
 5. Anticipated beginning and ending dates; and
 6. Margin of profit and how it is to be paid to the school.

4. Students will not be excused from a regular class to participate in a fundraising activity. No grade in a subject or course will be affected by a student's participation in a fundraising activity.
5. 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.
6. Hamilton County Department of Education Employees who knowingly authorize unapproved fundraising activities are subject to disciplinary actions up to and including termination of employment.

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.

ONLINE FUNDRAISING

Online fundraiser/donation sites should be considered fundraisers and follow all policies above and the following:

1. All crowdfunding sites considered for approval must provide reliable contribution reports for the fundraiser.
2. Property received through crowdfunding sites is considered to be the property of the District and will remain in the classroom. If the teacher moves to another site, either within the District or to another school system, the materials remain in the school.

All fundraisers must comply with the procedures established by the Tennessee Internal School Uniform Accounting Policy Manual and by Hamilton County Department of Education.

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.²

Legal References:

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