

ADMINISTRATIVE POLICY

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

FUNDRAISING POLICY

Student Fundraising

In accordance with Tennessee Internal School Uniform Accounting Policy Manual, the principal must obtain written approval from the Director of Schools or designee for all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort. All other fundraising activities must have written approval from the principal.

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 as determined by the principal and his/her staff. For the purposes of this policy, a fundraising activity is defined as any activity (e.g., resale, fund drive, activities using school facilities for which the school receives a commission) conducted by the school which is intended or designed to generate a profit for the general fund or an individual club or class account. These activities could include bookstores, pictures*, annuals, concessions, carnivals, book sales, or similar activities. Fundraiser authorization ([ISA-F008](#)) must be completed. The use of school facilities and property in all fundraising efforts must be approved by the principal.

*Pictures do not require prior approval, however, a final Fundraiser Profit Report and Summary Report is required.

Crowdfunding (online) Fundraisers

Crowdfunding fundraisers are those fundraisers where funds are raised by amounts of money from a large number of people, typically via the internet. Crowdfunding as a means of fundraising is permitted with the approval of the school principal and the Chief Financial Officer. Only crowdfunding companies that provide administrative oversight at both the district and school level will be considered. Approved crowdfunding companies must establish district held programs that can be accessed by the employee. It is strictly prohibited for fundraising proceeds to be sent to an employee's personal account. All items purchased via an approved fundraiser, become the property of CMCSS.

Non-approved crowdfunding fundraisers initiated independently by employees acting in a personal capacity require employees to include a disclaimer on all online and printed communications stating that the fundraiser is not an official school fundraiser or connected with a school support organization's efforts (ISA-P006).

Required Authorization

Failure to obtain approval for any of the above mentioned fundraisers, may result in progressive disciplinary action. CMCSS board has no limitations on the expenditure of money raised beyond those imposed by the approving authority within CMCSS.

Implementing Procedures: [ISA-P003](#) Receiving and Accounting for Funds within Classroom
[ISA-P004](#) Accounting for Funds Received at the School Office
[ISA-P006](#) Crowdfunding (Online) Fundraising Procedure

Associated Documents: Tennessee Internal School Uniform Accounting Policy Manual
[ISA-F008](#) Fundraiser Authorization

Revision History:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/10/04		Initial Release
6/18/07	A	Change written approval to Director of Schools or designee, expand definition/explanation of fund raisers, add Implementing Procedures and Associated Documents
7/5/16	B	Added "Fundraiser authorization must be completed" to para 2. New implementing procedure ISA-P006, updated associated documents.
8/22/16	C	Added crowdfunding fundraisers (approved and non-approved) and required authorization information.

***** End of Policy *****