


Alvin C. York Agricultural Institute	
Fundraising Activities	
Policy Number: 2.6.010	Monitoring Review: Annually
Effective Date: August 1, 2019	Signature: 
Approved by: Dr. Penny Schwinn, Commissioner	

- (1) All fundraising activities shall be for the purpose of supplementing funds for established school programs and not for supplementing funds which are the responsibility of Alvin C. York Agricultural Institute.
- (2) Fundraising organizations shall obtain permission, in writing from the Director of Schools or designee, to visit Alvin C. York Agricultural Institute.
- (3) Any amount due to the Alvin C. York Agricultural Institute from the fundraising organization shall be paid into the school's activity fund for use by the Alvin C. York Agricultural Institute.
- (4) No school employee shall personally benefit from any fundraising activity.
- (5) The Director of Schools shall approve all fundraising activities, including online fundraising activities. All fundraising activities shall comply with all administrative procedures issued by the Director of Schools. The authorization request shall contain the following information.¹
 - (a) The proposed fundraising activities.
 - (b) The purpose of the proposed fundraising activities.
 - (c) The proposed use(s) of funds raised.
 - (d) Expected student involvement in fundraising activity (e.g., schoolwide, individual class, club).
- (6) The Director of Schools shall determine whether the fundraising activity will benefit the school, contribute to the welfare of the student body, and supplement, not supplant, funds necessary to fulfill the state's required contributions.
- (7) Students shall not be excused from a regular class to participate in a fundraising activity. A student's grade in a subject or course shall not be affected by a student's participation in a fundraising activity.
- (8) Quotas shall not be imposed on a student involved in the fundraising activity, and the student's involvement shall be voluntary. Students who do not participate in fundraising activities shall not be punished or discriminated against in any way.

¹ *Tennessee Internal School Uniform Accounting Manual, Section 4-32*

- (9) Fundraising activities that involve lotteries are prohibited.²
- (10) Alvin C. York Agricultural Institute may establish school-wide online fundraising accounts.
- (a) The accounts shall meet all fundraising requirements established by the Director of Schools and the *Tennessee Internal School Uniform Accounting Policy Manual*.
 - (b) The Director of Schools or designee 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.
 - (c) Online fundraising shall not be used on behalf and for the benefit of an outside party.
 - (d) Employees shall not engage in online fundraising (i.e., crowdfunding) in their official capacity as Alvin C. York Agricultural Institute employees nor make any reference to non-school sponsored fundraisers, online or otherwise, that would lead another to believe such activity is an approved school fundraiser.
- (11) 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.

² Tenn. Op. Att'y Gen. No. 03-049 (Apr. 22, 2003)