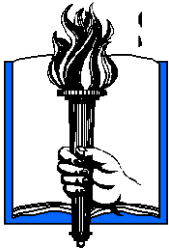


**MURFREESBORO CITY SCHOOLS
ADMINISTRATIVE DIRECTIVES**



Descriptor Term:	Descriptor No:	Effective Date:
Online Fundraising By Staff	AD FM16	10/15
Revised:		
9/18; 7/19; 8/19		

1 Staff who use online sites, such as DonorsChoose.org, to solicit funds for specific classroom or
 2 school needs are participating in fundraising. The Tennessee Internal School Uniform
 3 Accounting Policy does not allow staff to solicit without going through the proper fundraising
 4 approval process. In addition, any form of payment must be made payable to the school or
 5 district; staff members cannot receive payment to their personal accounts for funds solicited for
 6 classroom use.

7
 8 Per Board policy 6.702, “all fundraising activities, including online fundraising activities, must
 9 have written approval from the principal and Director of Schools or designee.” Therefore,
 10 employees who wish to use online sites to solicit items or funds for MCS shall complete the
 11 attached fundraising form, get all the proper signatures/approvals, and receive final approval
 12 from the Director of Schools or the Director’s designee before establishing an online fundraising
 13 site.

14
 15 In addition, the following should be considered:

- 16 • Online fundraisers are passive because no instructional time is used; therefore, there are
 17 no limits as to how many may be held by per school. However, the Murfreesboro City
 18 Board of Education has made it clear in Board Policy 6.702 that “fundraising in the
 19 schools shall be kept at an absolute minimum and shall serve only to provide for goods
 20 and/or services, which will enhance the educational objectives of the school.”
- 21 • Law prohibits teachers to solicit for personal property acquisition. Therefore, items
 22 received from a successful fundraiser, or a gift card received due to unsuccessful goal
 23 attainment, are the property of the school and not of the employee. If there is a chance
 24 that such an event should occur, this should be listed on the request form along with the
 25 teacher’s signature acknowledging an understanding of the law.
- 26 • No requests should be made for items MCS should try to acquire as the public school
 27 entity—either through site-based funding, activity accounts, school fundraisers, or parent
 28 organizations.

29 Any requested items should be in compliance with the current instructional and technology
 30 plans.

31
 32
 33 Board Policy 6.702

Murfreesboro City Schools

Fundraiser Request Form

School Name: _____

Teacher Name: _____

Fundraiser Type: PTO _____ School _____ Online _____

Fund/Account Name: _____

Account Code Where Revenue Will Be Posted: _____

Proposed Fundraising Activity: _____

Anticipated \$\$ Value of Proposed Fundraiser: _____

Anticipated Margin of Profit: _____

Proposed Use of Funds Raised: _____

Method by which teacher/school will receive income: _____

Is sales tax applicable? Yes: _____ No: _____

If so, method by which sales tax will be paid: _____

Under Board Policy 6.702 definitions:

Is this fundraiser active or passive? _____

Anticipated date(s) of fundraiser: Beginning _____ Ending _____

Expected student involvement in the fundraising: _____

Time during the school day this fundraiser will occur: _____

Teacher signature: _____

Bookkeeper signature: _____

Principal: Approves _____ Rejects _____

Principal Signature: _____ Date: _____

Finance Director: Approves _____ Rejects _____

Finance Director Signature: _____ Date: _____

Director of Schools: Approves _____ Rejects _____

DOS Signature: _____ Date: _____

The bookkeeper will be notified upon approval or denial. They will then contact the teacher and advise to proceed or not proceed.

(Updated 7/1/21)