



Administrative Policies and Procedures: 3.32

Subject:	Prohibition of Fundraising
Authority:	TCA 37-5-106
Standards:	PA-ETH 3.01
Application:	All DCS Staff, interns and volunteers to the extent their activities or duties are directed or supervised by DCS

Policy Statement:

The Tennessee Department of Children's Services will not conduct or directly participate in fundraising activities. The department does not accept contributions (cash and/or cash equivalents) to support or subsidize its operations.

Purpose:

The Tennessee Department of Children's Services is authorized to spend only funds that are legislatively approved and authorized.

Procedures:

<p>A. Parameters of Participation</p>	<ol style="list-style-type: none"> 1. The Department of Children Services (DCS) will develop and maintain community partnerships with properly organized/authorized agencies such as Foster Parents Association, Community Advisory Boards and Voluntary Advisory Boards. Community partners may perform fundraising activities, collect cash, provide locations for fundraising, and dispense cash per their policy. DCS employees may refer families or children to community partners for assistance by completing form CS-0764, Family Assistance Request. 2. All DCS employees are encouraged to participate with community partners in awareness activities, community support, and any activity promoting children and family well being (See FAQ). 3. DCS employees will only participate in fundraising activities if they have written permission from the Commissioner or their designee or if their Job Performance Plan requires it. 4. DCS employees will not perform fundraising activities that involve the collection or disbursement of cash. 5. DCS employees will not maintain any form of cash account other than as may be authorized by the DCS Office of Finance and Program Support and Department of Finance and Administration (i.e., Petty Cash or Regional Bank Accounts).
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	<p>6. DCS employees will not utilize DCS property, sites, locations, offices, employees, office supplies or other resources attached to the Department of Children’s Services or the State of Tennessee while participating in any fundraising activities without the written permission of the Commissioner or their designee.</p>
<p>B. Managing Cash Gifts</p>	<ol style="list-style-type: none"> 1. DCS employees will not accept any form of cash donation or gift. The DCS employee may refer the donation/contributor to a community partner. 2. Cash equivalents are items easily converted into cash such as gift cards, savings bonds, etc. and as stated will not be accepted. 3. Any employee who solicits or accepts any cash or cash equivalent after the effective date of this policy may be subject to disciplinary action.
<p>C. Internal Fundraising</p>	<p>Non-mandatory donations/gifts given by employees in support of an employee or employee’s family relating to birthday, retirement, death, sickness, etc. are not prohibited by this policy.</p>

<p>Forms:</p>	<p><u>CS- 0764 Multiple Response System-Family Assistance –Community Resource Linkage Request</u></p>
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<p>Collateral Documents:</p>	<p><u>FAQ Protocol</u></p>
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