



State of Tennessee

Department of Children's Services

Policy Attachment: Prohibition of Fund Raising: 3. 32

Subject: FAQ

Additional Information:

1. Can a DCS employee accept gift cards, savings bonds or any other cash equivalents? **No. Cash equivalents are items easily converted to cash. Gift cards, savings bonds, etc. will not be accepted. Such donations will be referred to community partners. DCS employees can refer families to community partners when the need for assistance arises.**
2. Is keeping an inventory of staples and supplies for families allowed in DCS offices? **Yes. DCS will stockpile inventories of diapers/food/clothing/luggage in reasonable volumes. These inventories need to be neatly maintained in a convenient space. DCS employees will refer cash gifts/donations to community partners. The department would also encourage community partners to keep an inventory of staples on hand.**
3. When cash or non-cash donations are given to community partners, how do they get them to DCS when needed? **DCS will have open lines of communication to the community partners via the MRS (Multiple Response System) or the Regional Fiscal Unit in order to determine available resources.**
4. Can DCS employees have an "Angel Tree" during Christmas time? **No. Angel Tree activities or functions should be maintained by community partners. DCS employees are encouraged to provide a list of names of children who would benefit from Angel Tree activities to the community partners. Collection or distribution of cash or cash equivalents by DCS employees is prohibited.**
5. Can County/City donations be accepted? **No. The funds may be retained by the donating entity or the funds can be contributed to a community partner.**
6. Can DCS employees participate in walkathons, bikeathons, etc.? **Participation in walkathons, races, and bike rides can be done on DCS time if it is specifically part of a DCS employee's job function or if it provides an awareness of an issue to the general public.**
7. Under the heading Internal Fund Raising (Policy 3.32, Section C), will regional staff be permitted to continue to raise money for annual picnics and holiday parties by selling baked goods, nachos, etc.? **The purpose of this policy is to ensure fundraising is not designed to bring money in to supplement required departmental functions. If fundraising activities are for DCS business, it is prohibited. If fundraising is for personal business, it might be allowed as long as agency time and agency assets are not used.**
8. What about agreements with restaurants who give our children pizzas or other meals? **The department encourages these agreements.**
9. As a part of the department's efforts to build community partnerships, DCS employees often volunteer to partner with Foster Parent Associations, Child Advocacy Centers, or other community partners in their fund-raising events. The fund-raisers do not raise money for DCS. Will DCS employees still be allowed to participate in these events? **The department encourages working**

with community partners. DCS employees may donate items to community partner events (i.e. gift baskets for basket auctions). DCS employees will need permission to participate in

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any fundraising event. DCS employees will not perform fundraising activities that involve the collection or disbursing of cash. Specifically, if DCS employees participate in any fund raising event, they will not be allowed to be associated with any cash collection/ disbursement account and you will not be allowed to utilize DCS property, sites, assets, employees, etc.

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