

Lower Merion School District

ADMINISTRATIVE REGULATIONS

No.: 356/456/556
Section: ADMINISTRATIVE EMPLOYEES
Title: CROWDFUNDING
Date Adopted: 2/9/18
Date Last Revised:

R356/456/556 CROWDFUNDING

Approval Process

District employees who wish to engage in crowdfunding efforts benefitting the District, directly or indirectly, including its programs, initiatives, mission, students or staff shall submit a written request and proposal to the Assistant Superintendent. Crowdfunding efforts with the goal or effect of personal or other gain beyond the District-related benefits associated with the campaign's purpose will not be approved.

The written request and proposal shall include the following:

- Description of the specific goal of the crowdfunding campaign and how it will support or enhance the mission of the District or its programs or stakeholders.
- The internet website that will be used to host the crowdfunding campaign.
- The names of all individuals who will be initiating, promoting, overseeing, or administering the crowdfunding campaign.
- The amount of money that the crowdfunding campaign seeks to raise.
- The expected duration of the crowdfunding campaign.
- Whether and the extent to which proposal involves the use of the District or school logo, mascot, or other information identifying the District.

Upon receipt of a written request and proposal, the Assistant Superintendent will review the proposal and either approve, deny, or conditionally approve the proposed crowdfunding campaign. The Assistant Superintendent shall consider, among other factors deemed appropriate under the circumstances, whether the crowdfunding campaign is consistent with the District's mission and whether it would support or enhance existing or proposed District programs or activities when evaluating a particular proposal for approval.

The Assistant Superintendent shall respond in writing to the individual(s) who submitted the crowdfunding request/proposal advising whether the request has been approved, denied, or approved subject to certain conditions within 10 days of receipt of such request/proposal. If the

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request is being denied or limited in any way, the Assistant Superintendent shall include in the written response the basis for such denial or limitation.

Crowdfunding campaigns may only operate to the extent approved, and subject to any conditions imposed, in accordance with the above procedure.

Limitations / Restrictions

Approved crowdfunding campaigns must operate in compliance with all applicable laws and Board Policies and Administrative Regulations. It is the responsibility of those requesting permission to participate in the crowdfunding activity to understand and comply with all legal and regulatory requirements applicable to crowdfunding activities. The District assumes no responsibility with respect to such compliance.

Approved crowdfunding campaigns may not have the effect of violating Title IX or any other state or federal law.

District employees who are determined to be operating a crowdfunding campaign, as contemplated in this Administrative Regulation and the accompanying Board Policy, in violation of the law, Board Policy or any applicable Administrative Regulation, or otherwise in excess of the authority for which the campaign was approved to operate, will be required to immediately suspend the campaign and may be subject to discipline.

District funds may not be utilized to support approved crowdfunding efforts, including costs related to service fees, advertising, or promotional expenses without Board approval.

District employees may not use contracted working time or District property, including their District-issued computer or email address, to plan, initiate, promote, advertise, oversee, or administer an approved crowdfunding campaign without prior written approval from the Assistant Superintendent.

The employee may not receive any additional compensation from the crowdfunding without Assistant Superintendent approval. Crowdfunding expenses cannot be deducted or otherwise reimbursed to the employee from the funds raised without prior approval from the Assistant Superintendent.

The logos, mascots or other identifying information for the District or the individual schools may not be used without prior written approval from the Assistant Superintendent.

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Individuals who are not employees of the District or representatives from an approved school organization are prohibited from engaging in crowdfunding on behalf of the District without prior written consent of the Superintendent or designee.

Disclaimer / Waiver

All approved crowdfunding campaigns must contain the following disclaimer/waiver in the description of the campaign:

“Lower Merion School District (“the District”) does not endorse or assume liability for the contents of this crowdfunding campaign. The campaign may link to other websites on the Internet and include reference to information, documents, software, materials, or services provided by other parties over which the District has no control. The District is not responsible for the accuracy, copyright compliance, legality, decency, or any other aspect of such content, nor is it responsible for errors or omissions in any references to other parties, their products, or their services. Third-party links or references from this campaign are provided merely as a convenience and do not imply endorsement or warranty of any kind. The District reserves the right, in its sole discretion, to distribute any funds received via this campaign as it sees fit, and maintains no obligation to refund any portion of fees paid for any product or service.”