

New Hanover County Schools-Crowd funding Procedures

1. NHCS considers crowd funding as a fundraiser.
 - a. NHCS crowd funding policy, procedures and forms are under the Employee tab on the NHCS home page: <http://www.nhcs.net/fundraising/fundraising.htm>
2. The principal/director should pre-approve a crowd funding project/request PRIOR to it being posted on a crowdfunding platform.
3. Platforms terms:
 - a. When using platforms there can be different terms. Principals or directors should understand the terms prior to the start of a project:
 - i. AON-All or nothing. This means that if the amount requested is not reached, the project does not get funded. The donor then has the option to pick another project to fund or give the current teacher a credit toward their next project.
 - ii. KIA-Keep it all. This means that if any amount is reached, the school will get a check even if the goal is not reached.

Make sure to monitor and take down sites when the event or request is completed.
4. Equipment-If the request involves equipment-either technology or non-technology-pre-approval needs to be obtained from:
 - a. Technology: Refer to the policy on the technology website:
<http://www.nhcs.net/policies/series9000/9600.pdf>
 - b. Maintenance: Contact the Director of Maintenance, Chris Peterson at chris.peterson@nhcs.net as electric and plumbing considerations may need to be reviewed before any equipment is ordered.
5. All non monetary items (supplies, equipment...) obtained are the property of NHCS and all inventory procedures apply. Inventory procedures are located at the Internal Auditor's webpage and the employee's network login is required for access:
http://www.nhcs.net/auditor/local/InventoryProcedures/Inventory%20Procedures_091517.pdf
6. All monetary donations should be recorded by the school treasurer in the School Funds accounting system at each school. A line item may need to be set up for a new account if this is a new project. Please note, no school banking information should ever be given out. A check should be requested to be mailed to the school in the name of the school, not to an individual person.
7. When developing a project, be mindful as to what is being requested. The intent of the request always needs to be followed.

8. When posting pictures/videos/images of any students or staff, all NHCS policies and procedures must be followed. Some platforms require their own student permission forms. The link to NHCS image release forms for students is at :
<http://www.nhcs.net/forms/NHCSImageRelease.pdf>

9. A file is to be maintained at the school for any crowd funding request. This file should include: the principal's/director's fundraising approval form, the written detail of the projects as well as what is posted on the platform website, any photos or images posted with the project and a copy of all agreements and permission forms.