New Hanover County Schools-Crowdfunding Procedures

1. NHCS considers crowdfunding as a fundraiser.
   a. NHCS fundraising policy, procedures and forms are under the Staff Portal on the NHCS webpage under Student Support: https://www.nhcs.net/faculty-staff-portal/student-support-services

2. The principal/director MUST pre-approve a crowdfunding project/request PRIOR to it being posted on a crowdfunding platform.

3. CrowdfFunding 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 NHCS website: https://boardpolicyonline.com/bl/?b=hanover_county_old#&&hs=877931

   b. Maintenance: Contact the Director of Maintenance, Chris Walker at Chris.Walker@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 Staff Portal: https://www.nhcs.net/faculty-staff-portal/internal-auditor

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. There needs to be coordination by the principal or director. The intent of the request always needs to be followed. Be positive and uplifting in the wording of the posting.

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. But the teacher/staff member should make sure that ScribEnroll has the required Student Image Release form on file or the form is already in the Student Cumulative Record. This must be on file either in ScribEnroll or in the Student Cumulative Folder.

9. A file needs to be maintained at the school for each Crowdfunding event.

   This file should include
   a. The fundraising request form approved by the principal/director prior to the submission of the project application or posting on any webpages.
   b. The written detail of the project application and what will be posting on the fundraising platform.
   c. Any student photos or images posted with the project should include a copy of all agreements and permission forms by the crowdfunding platform or notated that the permission forms for Student Image release are in the cumulative file or has been verified in ScribEnroll.