

Friendswood I.S.D.

Guidelines Regarding Crowd-Funding Websites

When it comes to providing quality educational experiences for our students, FISD teachers and staff are creative and resourceful. While FISD is supportive of innovative methods that help us reach our mission, at times guidelines are needed to protect employees, the District, and the integrity of the process.

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District. Furthermore, those funds must flow through the District or an approved organization (PTA, Booster Club, Student Clubs, etc.). By following these standardized guidelines, teachers can continue to use online fundraising as an option for supplies or projects not included in their classroom budgets. See board policy CDC Local for more information.

FISD's Process for using Crowd-Funding Websites:

1. Submit requests to the campus Principal using the [Fundraiser Approval Form](#).
2. The Principal reviews and approves the campaign for appropriateness and alignment with campus and District goals. *The Principal oversees the campaign, ensuring compliance with the following procedures.*
3. After the teacher is given approval from the Principal, they must comply with the following:
 - a. Include District, campus, and teacher name on project website;
 - b. Set a project deadline of 45 days or less;
 - c. Provide information to donors regarding service fees to be deducted from their on-line donation;
 - d. Ensure donors understand that donations may not be tax deductible; it depends on the website. Donorschoose.org is a 501(c)3; therefore, donations to that site are tax-deductible to the full extent of the law;
 - e. Consult campus secretary/bookkeeper to ensure District purchasing requirements are followed;
 - f. Obtain the approval of the Director of Technology for projects involving technology, and ensure the items received are inventoried when required;
 - g. Ensure individual items with a per unit cost \geq \$5,000 are tagged as a fixed asset and notify the Business Office so they can be included on the fixed assets ledger;
 - h. Ensure all items purchased and received from donations for the campus remain on that campus, not with the teacher;
 - i. Ensure donations are safeguarded at time of delivery;
 - j. Satisfy other requirements by the online site, such as: letters or photos showing project completion; payment of shipping costs, copyright requirements, etc.
 - k. Ensure photos of students are not used on the website;

- I. Report donations received to Campus Secretary or Bookkeeper using the Donations Form for inclusion on the monthly board report

Individuals seeking funds in the name of the District or Campus via an online fundraising site may **NOT**:

- a. Withdraw funds into personal bank accounts (funds should be requested from the site via a paper check);
- b. Transfer donations from campus to campus;
- c. Ask for donated items to be mailed to employee homes;
- d. Seek funding for individuals, personal or political reasons, or start-up businesses;
- e. List fundraising for a charity (i.e. Red Cross fundraising for a local natural disaster) unless approved by the Superintendent or designee;
- f. Pressure parents to make donations to the site.