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MEMO

To: All Staff
From: Kathy Jordan, Treasurer/CFO
Re: CrowdFunding
Date: 8/4/2022

Welcome to the 2022-2023 school year. I hope you have had a great summer and are ready for an exciting school year!

Several years ago we discussed and implemented procedures for CrowdFunding. Attached to this email is a description of CrowdFunding and the process for approval to conduct a CrowdFunding campaign.

Realizing that we have a number of newer staff members, I wanted to reach out to make sure you are aware that requests such as Amazon Wish Lists are considered CrowdFunding campaigns. **These requests for your classrooms or other projects must first go through our district application process before a Wish List can be created and made public on Amazon.** The same process is true of any type of CrowdFunding such as DonorsChoose or GoFundMe to name a few. Included with this email are the forms that need to be completed, turned into your building principal for approval, and then sent to Central Office for final approval prior to any requests being made to the public.

If you have already posted something and **have not received approval**, it is critical that you reach out to your building administrator immediately and complete the forms as attached to rectify the situation. You will also need to make sure that the items are being sent to the building and the materials will need to be inventoried and will remain the property of the Plain Local School District in the event that you are to leave the district in the future. Donors are giving to the district for student purposes and this makes their contribution tax deductible.

As you will see in the attached information, many districts do not allow CrowdFunding due to the potential problems which may arise. We ask for your diligence with this matter, as we want you and our students to have these funds for educational enhancements and opportunities. It is critical to discuss your ideas with the building principals. Please do not request items that are operational such as cleaning supplies, curriculum materials, or items the district can and does provide or can be handled through building budgets.

Thank you for your attention to this issue, and please feel free to reach out to your building administrators or to my office if you have any questions or concerns about this process.