

USE OF ONLINE DONATION ACCOUNTS

The Indian River School District supports the individual teachers' use of online donation sites such as donorchoose.org., and adoptaclassroom.org. These websites developed by independent organizations allow teachers to establish their classrooms or schools as recipients for donations. Prior to the use of these sites, staff members must receive prior approval, and the following conditions must be met:

- Requested technology items must be pre-approved by the District Technology Department.
- A copy of the website content must be provided to the building principal for review.
- All items and cash secured through this process become the property of Indian River School District and are asset tagged by the Technology Department, if a technology item.

Monetary donations received must be deposited in the Indian River School District internal account with a copy of the website content to ensure that funds are expended based on the original donation request. All purchases with these funds must follow District purchasing guidelines and policies.

In the event of a voluntary or involuntary transfer **all** (portable and affixed) assets received through online donation sources will remain within the existing location.

Adopted 12/19/16
Revised 1/31/17
Reviewed 9/14/20