

Online Fundraising Guidelines

Fort Mill School District recognizes the desire for teachers to enhance their classrooms through online fundraising sites. However, when funds are raised for the benefit of FMSD and its students, those funds must go through either the district or an approved organization (PTO, PTA, Booster club, etc.). Online fundraiser sites or “crowdfunding” are to be considered fundraisers and must follow FMSD’s fundraising policies and procedures. Please review and follow the steps below when setting up an online fundraising site in order to protect yourself and ensure that the funds and/or materials are used in the way the donors intended.

Approved online fundraising sites:

- Donors Choose
- SC Future Minds

Prohibited online fundraising sites:

- GoFundMe
- Kickstarter
- CrowdFundEdu

Obtain approval from your school Principal **BEFORE** setting up the fundraiser.

- Complete the Online Fundraiser Approval Form, found on FMSD website (www.fortmillschools.org. Departments>Finance>Online Fundraising) and forward it to your Principal for approval.
- The Principal should understand the terms of the crowdfunding platform prior to the start of the project. AON (all or nothing) 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. KIA (keep it all) means that if ANY amount is reached, the school will get a check even if the goal is not reached.
- Complete the Online Fundraising Agreement on the FMSD website: www.fortmillschools.org. Departments>Finance>Online Fundraising.
- Any requested technology items must also have preapproval from the Technology department. Chromebooks and iPads are not allowed items for online fundraising.
- Any facility enhancement items (murals, school gardens, etc.) must also have the preapproval of the Maintenance department.
- The Principal and teacher must retain copies of the signed form.

Set up the Fundraiser online

- Include the district, school and teacher name on the project website.
- Ensure that funds will be remitted by check directly to the school. No checks should be written to teachers or deposited electronically into any personal account. No school or district banking information should ever be given out.

- The fundraiser should have a clear beginning and ending date within the same school year.
- Provide donors with information regarding service fees to be deducted from their online donation (do your research in advance).
- Satisfy other online website requirements (ex. thank you letters, photos showing completed project, copyright requirements, etc.).
- Items placed on online fundraising websites must not violate student privacy or any district policies. Information that should not be listed includes, but is not limited to student names, addresses, etc. Student images may not be used unless image release forms have been obtained.

Completing the Fundraiser:

- Upon the fundraiser conclusion, a copy of the online fundraiser ending donation report should be retained by the teacher and the original sent to the school bookkeeper. The school must retain copies of the approval form, ending form and any agreements and permission forms, along with anything posted on the website (verbiage, photos, etc.).
- Donations must be sent directly to the school and be received by the school bookkeeper. Items or checks may NOT be mailed to employees' homes.
- Donated items must remain on the school campus at all times.
- Items that qualify as inventory or equipment must be tagged according to FMSD fixed asset policies.
- Ensure that the crowdfunding site is taken down.

Online fundraising websites that are not included on the list above must be submitted to the Coordinator of Financial Services for approval, prior to submitting the fundraiser form to the school Principal for approval.

Property received through online fundraising sites is considered to be the property of the district and will remain in the classroom at the source school. If the teacher moves to another site within the district or leaves the district, the materials remain at the source school.