



## FLORENCE 1 SCHOOLS FUNDRAISING AND DONATION GUIDELINES

All grant donations and fundraising efforts solicited by classroom teachers and staff must have the approval of the building principal. Prior to submitting projects and requests to corporations, non-profit organizations, third party websites, etc., teachers must provide the principal with a copy of the “Materials Ownership Policy” from the donating party. These organizations/corporations include but are not limited to: (Donor’s Choose, Adopt-A-Classroom, Ruiz Foods, Farmer’s Insurance, etc.).

- If funds are to be used for a facilities enhancement (e.g. playground equipment, creating a school garden, putting in a running track, painting the gym, etc.), teachers and administrators first need to secure the approval of the Superintendent.
- If funds are to be used for technology devices and/or software, teachers and administrators first need to secure the approval of the Instructional Technology department. All devices must adhere to district approved standards and include appropriate warranties and licenses.

\*\*Approved technology hardware quotes are located on the district website under Departments, Technology. These quotes include desktops, laptops, chromebooks, Apple products, SMART Boards, digital projectors, printers, equipment carts.