

CROWDFUNDING REQUIREMENTS, PROCEDURES AND APPROVALS

Union Public Schools Board Policy #3080 addresses crowdfunding, which may be defined as the practice of obtaining needed funding by soliciting contributions from a large number of people especially from the online community.

Crowdfunding is allowed at Union Public Schools, but under the following restrictions:

- **Materials, not cash.**
 - The crowdfunding entity must purchase and send materials directly to schools. No cash is received directly by teachers.
- **School ownership of funded materials.**
 - The school, not the teacher, ultimately owns the funded resources.
- **Materials must support the District's curriculum and technology objectives.**
 - Administrative approvals prior to a project being posted online provide assurance that curriculum and technology objectives are not being violated.

Teacher responsibilities:

1. Be knowledgeable about the District's Policy #3080 regarding crowdfunding.
2. Develop a project that supports the District's curriculum and technology objectives.
3. Complete the ***Crowdfunding Solicitation Project Approval Form*** upon identification of the project and PRIOR TO posting the project on the entity's website.
4. Submit the ***Approval Form*** to the site principal to initiate the approval process.
5. Upon receipt of confirmation from Union's Accounting Department, post the project online.
6. Upon receipt of materials, complete the bottom portion of the ***Approval Form*** and submit all packing slips/proof of delivery documents to the Accounting Department. (NOTE: Any materials received through donations from the State Dept of Education's CLASS Grant program, or any other Federal funding program, MUST be tagged as purchased with the specific Federal funding source.)

Administrator responsibilities:

- **Building principal or assistant principal** shall review the ***Approval Form*** to verify requested materials are in line with building objectives.
- **Executive Director (T&L)** shall review the ***Approval Form*** to verify materials are in line with curriculum objectives.
- If technology materials are being requested, the appropriate **Technology Director** shall review the ***Approval Form*** to verify hardware and/or software objectives are not being violated.
- **Chief Financial Officer** shall review the ***Approval Form*** for general compliance with federal, state and Board requirements.

Accounting Department responsibilities:

1. Coordinate all ***Approval Forms***, verifying all required approvals are received.
2. Notify the teacher once all approvals are received, and authorize project posting online.
3. Receive all proof of receipt documents from teacher upon delivery of materials.
4. Monthly, prepare a list of all funded projects and received materials which are presented as donations to the Board of Education for acceptance.