

CROWDFUNDING SOLICITATION PROJECT APPROVAL FORM

Instructions

TEACHER - Complete all fields above the APPROVALS area:

1. **TEACHER'S NAME:** First and last name (e.g., "Terry Teacher")
2. **GRADE:** What grade do you teach; what grade will benefit from your project?
3. **SITE:** Your school site name or site code
4. **DATE OF APPLICATION:** Date you completed this form
5. **UNDER WHAT NAME WILL YOUR PROJECT BE POSTED?** What name will your project post under on the website? (e.g., "Ms. T", or "Terry T", or "Coach T")
6. **NAME OF PROPOSED PROJECT:**
 - a. For DonorsChoose.org, this will be the name of your project.
 - b. For Adopt A Classroom, provide a one-sentence summary of your desired objective.
7. **My Wish List includes:** check any boxes that are applicable to your project.
8. **Select your platform:** DonorsChoose.org and Adopt A Classroom are the only two platforms currently acknowledged by Union Public Schools as supported crowdfunding entities. If you desire to use another platform, email accts.payable@unionps.org and provide specific information regarding the platform and why you want to use it.
 - a. For DonorsChoose.org, include the MATERIALS COST only of your project. Do not include any additional fees added by DonorsChoose.org.
 - b. For Adopt A Classroom, include the amount of donation you are requesting.

NOTE: If you are trying to submit a project that qualifies for specific and time-sensitive funding availability, check the "**EXPEDITE FOR TIME-SENSITIVE FUNDING**" box. (Example: The State Department of Education's CLASS Grants made available for a limited time through DonorsChoose.org.)

9. **Project Description:** Attach a copy of the project description to be posted to the website.

Submit Approval Form to your principal.

TEACHER - STEP 2.

Upon receipt of materials, complete STEP 2 at the bottom of the Approval Form and submit directly to the Accounting Department within 5 days of receiving the materials.


ADMINISTRATORS

1. **Building principal or assistant principal** must sign every Approval Form. Do not accept the Form if the required documents are not attached.
2. **Executive Director (T&L)** must sign every Approval Form.
3. When technology hardware and/or equipment is being requested, the **Exec Director of Technology** must sign the Approval Form.
4. When software is being requested, the **Director of Instructional Technology** must sign the Approval Form.
5. **Chief Financial Officer** must sign every Approval Form. The CFO will submit approved form to the Accounting Department.

CROWDFUNDING SOLICITATION PROJECT APPROVAL FORM

Refer to Union Public Schools Board Policy #3080 regarding crowdfunding requirements.

TEACHER TO COMPLETE	TEACHER'S NAME _____ GRADE _____ SITE _____ DATE OF APPLICATION _____
	UNDER WHAT NAME WILL YOUR PROJECT BE POSTED? <div style="text-align: center; font-size: small;">(e.g., "Mrs. K"; "Coach Fred"; "Ms. Smith")</div>
	STEP 1 Tell us about your proposed project:
	NAME OF PROPOSED PROJECT: _____
My Wish List includes:	Select your platform:
<input type="checkbox"/> Curriculum or curriculum-related materials	<input type="checkbox"/> Check this box to EXPEDITE FOR TIME-SENSITIVE FUNDING
<input type="checkbox"/> Technology hardware <small>(Exec Dir of Technology approval)</small>	<input type="checkbox"/> DonorsChoose.org: Materials Cost \$: _____ <small>Must attach shopping cart/project details</small>
<input type="checkbox"/> Technology software <small>(Dir of Instructional Tech approval)</small>	<input type="checkbox"/> Adopt A Classroom: Requested donation \$ _____
	<input type="checkbox"/> Other: _____
Project Description: <div style="text-align: center; font-size: 1.2em; font-weight: bold; margin-top: 20px;">ATTACH A COPY OF THE PROJECT DESCRIPTION TO BE POSTED ON THE WEBSITE.</div>	

	Once all approvals have been received, teacher shall be notified by the Accounting Department that the proposal may be submitted online. <u>DO NOT SUBMIT AND POST UNTIL YOU HAVE RECEIVED THIS EMAIL NOTICE FROM ACCOUNTING.</u>
---	--

ADMINISTRATORS	Project may NOT be posted online until ALL approvals are received	
	APPROVALS	
	REQUIRED	If box(es) checked above:
	Building Principal _____ Date _____	Exec Dir of Technology _____ Date _____
	Executive Director, Elem. or Sec. _____ Date _____	Dir of Instructional Tech _____ Date _____
CFO _____ Date _____		
ACCOUNTING USE ONLY		
Accounting Department _____ Date _____	Returned to Site for Posting _____ Date _____	

TEACHER TO COMPLETE	STEP 2 After project has been fully funded and donated item(s) received:
	Within five (5) business days, complete this portion of this form and send <u>with the following</u> to the Accounting Dept: <input type="checkbox"/> Copy of award notification <input type="checkbox"/> Copy of packing slip(s) OR verification of receipt Date received _____
	Teacher signature: _____ Date: _____
	Upon receipt of all of the above items, the Accounting Department shall submit a letter to the Board of Education requesting acceptance of the donated goods per Board Policy #3150. <div style="text-align: center; font-size: small;">Questions? Call 918-357-6070.</div> Teacher is responsible for contacting the Fixed Asset Dept. to arrange for asset tagging, if applicable.