

Fundraising Procedures - DonorsChoose.org

I. General Statement of Procedure:

The following procedure will be utilized in determining projects that are to be funded through outside organizations in which the materials are delivered to the school and classroom separate from the district business office. It is the practice of the district to make all business transactions through the business department. It is understood that not all organizations which support education operate in that manner. In such occasions, the following procedures will be followed with using DonorsChoose.org

II. Project Development:

1. Teachers participating in the DonorsChoose.org program will abide by the guidelines, policies and procedures set forth by the school district.
2. The building principal and teacher must meet and agree on the project to be submitted for funding as outlined in policy 421, section V.
3. The relevance of the project as well as the amount of the request, intended uses of the materials and expectations of a classroom or program project will be considered and be mutually agreed upon prior to project submission.
4. All materials requested in a project are required to meet state and federal code requirements such as OSHA and fire code regulations.
5. A copy of the donation must be submitted to the district office to be acknowledged by the school board.

III. Materials Ownership:

1. As referenced in the DonorsChoose.org policy, materials funded through DonorsChoose.org are considered to be the property of the public school and will be sent to the school and classroom where the teacher is registered when materials are ordered.
2. Upon arrival, the ordered materials will be given to the teacher who submitted the project request, to be used in his or her classroom.
3. Materials for projects requesting, "life essentials", are to be given to the students to use and own. Below are examples of projects that support students' life essentials:
 - Hygiene products like combs, toothbrushes, floss, and deodorant
 - Winter apparel: coats, shoes, socks, hats, gloves, rain gear, sleeping bags
 - Day-to-day clothing items

IV. Change of Classroom:

A teacher who chooses to leave the school, any materials that have been delivered to the school by default should remain at that school or as mutually agreed upon by the teacher and principal at the onset of the project proposal.

V. Discrepancy:

Any discrepancy between parties is not subject to the grievance process. The superintendent of the school district shall have the final say in all matters.

VI. References:

1. DonorsChoose.org Material Ownership Policy:

<https://help.donorschoose.org/hc/en-us/articles/203139017-DonorsChoose-org-Materials-Ownership-Policy>

2. Park Rapids Area School Policy 421 – Gifts to Employees:

http://www.parkrapids.k12.mn.us/files/_yULbK_/355b6cbaca8d3e023745a49013852ec4/421-Gifts to Employees.pdf