



Crowd Source Fundraising and Online Donations Guidelines

Elgin ISD recognizes the possible need for groups and organizations to raise money through online sites. It is commendable that teachers and sponsors go the extra mile in order to get additional resources that will benefit our students.

However, when funds are raised for the benefit of Elgin ISD and its students, those funds must flow through either the District or an approved organization (PTA or Booster Club). By following some procedures, teachers/sponsors can use online fundraising as an option for supplies or projects not included in their classroom, campus, or department budgets. Please review and follow these procedures when setting up an online fundraising site with connections to Elgin ISD. These steps will help maintain the integrity of the process and negate fraud.

Approved online crowdsourcing fundraising sites include:

- KEV Online Payments
- Snap-Raise

These sites give back no less than **80%** of online donations to Elgin ISD.

For additional sites, please contact the Elgin ISD Business Office.

Direct donations to Elgin ISD are also accepted, where 100% of the funds will go directly to the organization.

Prior to setting up the fundraiser:

- Teachers/sponsors shall submit to the principal at the beginning of the school year plans for any fundraising activities during the year, estimated amount to be raised, and the use of funds
- Teachers/sponsors shall apply for authorization through the completion of Form AF-108, Fundraising/Sales Activity Application, found on the Elgin ISD Business Office website
- Principal shall review fundraising request to avoid conflicting activities and regulate number of fundraising projects any one organization has in a year
 - Each activity fund account is limited to two fundraisers per school year

Setting up the fundraiser online:

- Include District, campus, group, and teacher/sponsor name on the project website
- Set a reasonable project deadline (for example: 30 days)
- Provide information to donors regarding service fees to be deducted from their online donations through either what is sent out from the company, on the website, or social media
- Satisfy other requirements by the online site, which may include, but not limited to: letters or photos showing project completion; payment of shipping costs; copyright requirements; etc.
- No photos of students should be used online without parent consent



- Teachers/sponsors must aim for the highest school contribution possible

Completing the fundraiser:

- Complete the Fundraising/Sales Activity Application Recap portion of the Form AF-108 and submit to the Business Office within 30 days of the ending sale date
- Ensure funds collected are directed and deposited to Elgin ISD for credit to the correct campus or organization
 - Funds should be requested as either a paper check or ACH to Elgin ISD
- Ensure donations are safeguarded at time of delivery
- Ensure that donations received and items purchased from donations remain on the campus
- Follow District purchasing guidelines when using the funds collected
 - Purchase Requisition process must be followed
 - Ensure technology items meet district technology requirements
 - Ensure items with a per unit cost of \$500 or more will be tagged as a fixed asset and tracked

Teachers/sponsors seeking funds via an online fundraising site may **NOT**:

- Withdraw funds into a personal bank account
- Transfer donations from campus to campus
- Ask for donated items to be mailed to employees' homes
- Seek funding for personal reasons, individuals, political reasons, or start-up businesses
- List funding for a charity, such as Red Cross or other local natural disaster
- Pressure parents and community members to make donations to the site
- Pressure students to participate in the fundraiser
- Purchase "team gear" as part of the fundraiser