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5 Crowdfunding Guidelines and Approval Process

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7 Solicitation and collection of money by students for the benefit of an approved school
8 organization, may be permitted by the Superintendent providing that the instructional program is
9 not adversely affected.

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11 An employee or an approved District-related group may submit a proposal on District form
12 7225F to benefit the District through crowdfunding or on-line fundraising. The proposed
13 platform must be approved by the Superintendent or her/his designee. The proposal shall first be
14 submitted to the building principal or department supervisor for approval. Once approved, the
15 Superintendent or her/his designee will then review the proposal. A decision on the application
16 will be made within ten (10) school days.

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18 If the proposal is denied by the Superintendent or her/his designee, s/he will communicate, on
19 the above referenced form, the reason for denial. Reasons for denial may include, but are not
20 limited to:

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- 22 • The proposal requests the purchase or use of technology that is not compatible with the
 - 23 District current or future plans for the purchase and/or use of technology.
 - 24 • The proposal requests the purchase and/or use of technology not supported by the District
 - 25 Network Administrator.
 - 26 • The proposal requests the purchase of curriculum materials that are not Board approved.
 - 27 • The proposal requests materials that could be substituted by similar materials that are
 - 28 already supplied by the District or will be supplied by the District.
 - 29 • The proposal seeks to start a program that has not been preapproved or that would require
 - 30 the continued use of materials or funding beyond what is obtained through the proposal.
 - 31 • The proposal will result in demands on staff not involved in the proposal.
 - 32 • The proposal is in conflict with or takes away from adequate instructional time and/or
 - 33 established foci of the District's and School's Strategic Plan.
 - 34 • The proposal requests athletic equipment or donations not consistent with or in direct
 - 35 conflict with the athletic programs of the District.
 - 36 • The proposal is in conflict with current and/or planned curriculum and instruction
 - 37 initiatives, District policy, one or more of the District Collective Bargaining Agreements,
 - 38 regulations of the Office of Public Instruction and/or Montana General Laws.
 - 39 • The proposed platform has not been approved.
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41 If an approved proposal is successfully funded:

- 42 • The author(s) shall immediately notify the building principal or department supervisor,
- 43 the Superintendent or her/his designee and the Director of Business Operations.
- 44 • A check should be requested to be mailed to the school in the name of the school, not to
- 45 an individual person.

- 1 • All gifts, grants, bequests and contributions must be officially accepted in accordance
- 2 with Policy 7260 (Endowments, Gifts, and Investments), to include Board approval.
- 3 • All non-monetary items (supplies, equipment, etc.) obtained are the property of the
- 4 District and all inventory procedures apply, and, if applicable, will remain in the school
- 5 where the author(s) was (were) located at the time of the crowdfunding effort.
- 6 • All monetary donations should be recorded by the Director of Business Operations in the
- 7 School's Student Activity Account.

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9 A file is to be maintained at the school for any crowd funding request. This file should include:
10 the Fundraising Approval Form 7225F, the written detail of the projects as well as what is posted
11 on the platform website, any photos or images posted with the project and a copy of all
12 agreements and permission forms.

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14 Only District employees or District-related/approved groups are permitted to operate under this
15 policy. Non-District-related groups or individuals may not use the District's name, logo,
16 network or infrastructure to conduct online fundraising.

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18 As public employees, staff members are subject to Montana public employees ethics laws. Staff
19 members may not solicit or accept material, cash, or equipment intended for personal use from
20 individuals or through a crowdfunding effort that could be considered a gift of substantial value
21 or that otherwise violates the ethics statutes.

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23 Cross Reference:

24 Policy 7260 Endowments, Gifts, and Investments
25 Policy 3530 Student Fundraising Activities
26 Policy 4210 School Support Organizations and Fundraising

27
28 Legal Reference:

29 §20-6-601, MCA Power to accept gifts
30 §20-6-604, MCA Sale of property when resolution passed after hearing – appeal procedure
31 §2-2-102(3), MCA Definitions
32 §2-2-104, MCA Rules of conduct for public officers, legislators, and public employees

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34 Policy History:

35 Adopted on: February 11, 2019

36 Revised on: