

Harrisburg School District  
Business Operating Procedures  
On-Line Fundraiser Guidelines

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The Harrisburg School District recognizes the desire of teachers to enhance their classrooms through online fundraising sites. Online fundraiser sites or 'crowdfunding' are to be considered fundraisers and must follow the Harrisburg School District fundraising policies and procedures. Please review and follow the steps below when setting up an online fundraising site in order to protect yourself and ensure that the funds and/or materials are used in the way the donors intended.

As of August 2019, the only approved online fundraising site is Donors Choose. Employees are prohibited from utilizing GoFundMe, Kickstarter, or any other online fundraising site without prior approval.

A teacher interested in pursuing an online fundraiser must obtain approval from the Building Principal BEFORE setting up the fundraiser. The procedure for doing so is as follows:

- Complete the Online Fundraiser Approval Form and forward it to the Building Principal for approval.
- The Principal should understand the terms of the crowdfunding platform prior to the start of the project. AON (all or nothing) means that if the amount requested is not reached, the project does NOT get funded. The donor then has the option to pick another project to fund or give the current teacher a credit toward their next project. KIA (keep it all) means if ANY amount is reached, the school will get a check even if the goal is not reached.
- Any requested technology items must also have preapproval from the Office of Technology. **Laptops and iPads are not permitted items for online fundraising.**
- Any facility enhancements (murals, school gardens, etc.) must also have the pre-approval of the Maintenance Department.
- The Principal and Teacher must retain copies of the signed form. The Principal should forward a copy of the signed form to the Chief Financial Officer.

Setting up the fundraiser online

Fundraisers may not be set up online until the Board of Directors approves of the fundraiser. Once approved by the Board, the teacher will be notified and may proceed setting up their fundraiser using the following guidelines:

- Include the District, School, and Teacher name on the project website.
- Ensure that funds will be remitted by check directly to the school. No checks should be written to teachers or deposited electronically into any personal account. No school or district banking information should ever be given out.
- The fundraiser should have a clear beginning and ending date within the same school year.
- Provide donors with information regarding service fees to be deducted from their online donation (do your research in advance).
- Satisfy other online website requirements (e.g. thank you letters, photos showing completed project, copyright requirements, etc.)
- Items placed on online fundraising websites must not violate student privacy or any district policies. Information that should not be listed includes, but is not limited to student names, addresses, etc. Student images may not be used unless image release forms have been obtained.

#### Completing a fundraiser

When the online fundraiser is over, the teacher is responsible for properly closing out their fundraiser using the following procedures:

- A copy of the Online Fundraiser Summary should be retained by the Teacher and the original sent to the Business Office. The school must retain copies of the approval form, summary form and any agreements and permission forms, along with anything posted on the website (verbiage, photos, etc.).
- Donations must be sent directly to the school and be received by the Business Office. Items or checks may NOT be mailed to employees' homes.
- Donated items must remain on the school campus at all times.
- Items that qualify as inventory or equipment must be tagged according to the District's fixed asset policies.
- Ensure that the crowdfunding site is taken down.

Online fundraising websites that are not included on the list above must be submitted to the Chief Financial Officer for approval, prior to submitting the fundraiser form to the School Principal for approval.

Property received through online fundraising sites is considered to be the property of the District and will remain in the classroom at the source school. If the teacher moves to another site within the District or leaves the District, the materials and/or funds remain at the source school.