Crowdfunding Campaign Request
Romoland School District

See reverse for detailed information about this process and prerequisites.

School:	
Teacher:	
Classroom/Dept/Grade:	
Goal Amount:	
Proposed Duration:	*Provide start and end dates.*
Campaign Title:	
Campaign Subtitle:	
My Students Text: *Provide the exact text you will input for the "My Students" section of the campaign page. Attach an additional sheet if necessary.* ☐ See Attached	
My Project Text: *Provide the exact text you will input for the "My Project" section of the campaign page. Attach an additional sheet if necessary.* ☐ See Attached	

Ensure that supporting documentation and pre-approvals (e.g. Technology, Maintenance) is attached.

Principal Approval: _____   Date: _____

Business Approval: _____   Date: _____

Crowdfunding is a method of soliciting voluntary financial contributions from individuals via an online community. The following District process is intended to provide transparency and oversight over District employee crowdfunding campaigns, and to ensure that donated funds are used appropriately and in accordance with applicable laws and District policies.

Romoland School District considers crowdfunding to be a solicitation of voluntary donations, and therefore, crowdfunding campaigns started for the purpose of soliciting voluntary donations for District employee projects and/or classrooms are subject to all applicable Board and District policies. All money or items received via successful crowdfunding campaigns will become property of the district. Monetary donations must be received in the form of a check made out to the school or district. At the discretion of the Superintendent or designee, a gift, donation, or bequest may be used at a particular school or facility.

DonorsChoose.org is the only crowdfunding site approved for District employee use. Following a District employee's compliance with the Process Checklist and upon obtaining necessary approvals from District administration, the employee may launch a crowdfunding campaign via DonorsChoose.org. If an employee wishes to share the details of the campaign with families of District students, the employee must make clear that donations are entirely voluntary and are not required for the student's participation in educational activities, whether curricular or extracurricular, and regardless of whether credit is awarded for the educational activity.

If a District employee intends to utilize funds received via voluntary crowdfunding donations to purchase instructional materials for instructional purposes, any such materials must be aligned with District goals, curriculum objectives, and academic standards and must supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources (District Board Policy 6161.11). As appropriate, supplementary instructional materials must meet the criteria developed for the selection and evaluation of basic instructional materials as described in District Administrative Regulation 6161.1. The employee should confer with the Superintendent or designee as necessary to determine the compliance of the material with District criteria.

Any donation and/or materials or equipment funded through a successful crowdfunding campaign will be considered property of the District, but will, upon Board approval, remain in the teacher's classroom until he or she leaves. If the teacher transfers to another site within the District or leaves the District to teach in another public school, the teacher may not bring the donation and/or materials funded through the donation with him/her, unless he/she has received prior approval from the Principal or designee. If such approval is not granted, the Superintendent or designee will determine how the donation and/or materials shall be used.

Process Checklist

- ❏ To insure interoperability, adherence to established standards and coordination, equipment must be pre-approved. Email the appropriate department requesting approval and attach the email response.
    - ❏ Technology items must be approved by the Chief Technology Officer. Note that some items may not be eligible for donations.
    - ❏ Other equipment must be approved by the Director of Maintenance.
- ❏ Obtain Principal approval for campaign, then forward to Business Services for approval.
- ❏ After receiving district approval, launch campaign. Photos of staff or students must comply with district policies as described in RSD Web Publishing Guidelines.
    - ❏ If campaign completes successfully, contact site secretary to submit for Board approval. Provide the item list. Do not purchase/ship any items until approval is received.
    - ❏ If campaign is unsuccessful, campaign funds must be returned to donors if that option is available. Some services leave that choice to the donor.
- ❏ After Board approval of donation, proceed with ordering/shipping items, or receiving the monetary donation at the school.

❏ Provide school office with all backup documentation (approval form, approvals, purchase records, printout of project page, etc) for record keeping.