

5039

Fundraising Activities / Crowdfunding

Fundraising Activities

All fundraising activities shall require authorization by a member of the school district administration.

Crowdfunding

Crowdfunding is the practice of soliciting the contribution or donation of funds or materials, typically over the internet or social media (“Crowdfunding”). Ralston Public Schools considers Crowdfunding activities conducted by its employees to be fundraising that is regulated under School Board Policy #5039. The following is intended to clarify Ralston Public Schools’ position regarding Crowdfunding activities that are conducted by staff members acting in their capacity as employees and undertaken on behalf of (or with the intention of benefiting) Ralston Public Schools, its students or employees.

Crowdfunding activities, as with all fundraising activities, must comply with all applicable laws and School Board policies and must be pre-approved by the requesting staff member’s building-level administrator. Fundraising requests may be denied for reasons including, but not limited to, if they are deemed inconsistent with the vision and mission of Ralston Public Schools, or if they unnecessarily put the District, staff or students at risk. Staff members requesting to raise funds or acquire materials via Crowdfunding may only use a platform approved by the Superintendent (or their designee). The Superintendent will publish a list of approved Crowdfunding platforms that may be updated from time to time.

All funds or materials contributed or collected via Crowdfunding must be submitted to the staff member’s school and shall become the property of Ralston Public Schools. All such funds/materials will be subject to use by Ralston Public Schools in accordance with its policies and procedures and applicable laws. All items that are non-monetary in nature will be inventoried, and any monetary donations collected will be deposited in the appropriate account. Under no circumstances should a Crowdfunding activity be undertaken that gives funds or materials directly to a staff member. No staff member should give out school / district banking information to an unauthorized third party; funds should be submitted directly to the school for deposit.

Fundraising requests must not paint the district or its allocations of resources in a poor light. References to individual students (e.g., disciplinary issues, disabilities or individualized education program compliance) may violate applicable laws and/or regulations and are prohibited.

Staff members must follow the following procedures to seek approval for Crowdfunding activities:

1. If a request is for:

- a. Equipment or technology—the staff member must communicate with the appropriate personnel/department (e.g. Operations, Maintenance, or Information Technology) to ensure the compatibility of the equipment/technology with existing system(s);
 - b. Other materials: the staff member must communicate with the staff member’s department head to ensure the request does not overlap with other requests and/or unnecessarily duplicate materials already in the possession of Ralston Public Schools; and/or
 - c. Funds: the staff member must communicate with Ralston Public Schools business office to ensure the request does not overlap or conflict with other fundraising efforts.
2. Once Step 1 has been completed, the staff member must complete and submit a Fundraising Request form to the staff member’s building level administrator.
 3. All materials of any kind (e.g. pamphlets, flyers, posters, signs, papers or other documents, whether in hard copy or electronic format) used to publicize the fundraising effort (including “profile” information about the person or organization making a request) and/or to solicit contributions, must be attached to the Fundraising Request form and approved by administration before publication/distribution.
 4. After completing and submitting the Fundraising Request, the staff member must provide additional information upon request.

Upon submission of the Fundraising Request form, the building level administrator will keep a file that contains the Fundraising Request form and all accompanying documents or materials (e.g. profiles or pictures used in the application).

Failure to comply with this policy may result in denial of a Fundraising Request, termination of fundraising activities and/or discipline of the staff member(s).

Adopted on: November 14, 2016

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