

CROWDFUNDING SOLICITATION PROJECT APPROVAL FORM

Instructions

TEACHER - Complete all fields above the APPROVALS area:

1. **TEACHER'S NAME:** First and last name (e.g., "Terry Teacher")
2. **GRADE:** What grade do you teach; what grade will benefit from your project?
3. **SITE:** Your school site name or site code
4. **DATE OF APPLICATION:** Date you completed this form
5. **UNDER WHAT NAME WILL YOUR PROJECT BE POSTED?** What name will your project post under on the website? (e.g., "Ms. T", or "Terry T", or "Coach T")
6. **NAME OF PROPOSED PROJECT:**
 - a. For DonorsChoose.org, this will be the name of your project.
 - b. For Adopt A Classroom, provide a one-sentence summary of your desired objective.
7. **My Wish List includes:** check any boxes that are applicable to your project.
8. **Select your platform:** DonorsChoose.org and Adopt A Classroom are the only two platforms currently acknowledged by Union Public Schools as supported crowdfunding entities. If you desire to use another platform, email accts.payable@unionps.org and provide specific information regarding the platform and why you want to use it.
 - a. For DonorsChoose.org, include the MATERIALS COST only of your project. Do not include any additional fees added by DonorsChoose.org.
 - b. For Adopt A Classroom, include the amount of donation you are requesting.

NOTE: If you are trying to submit a project that qualifies for specific and time-sensitive funding availability, check the "**EXPEDITE FOR TIME-SENSITIVE FUNDING**" box. (Example: The State Department of Education's CLASS Grants made available for a limited time through DonorsChoose.org.)

9. **Project Description:** Attach a copy of the project description to be posted to the website.

Submit Approval Form to your principal.

TEACHER - STEP 2.

Upon receipt of materials, complete STEP 2 at the bottom of the Approval Form and submit directly to the Accounting Department within 5 days of receiving the materials.

ADMINISTRATORS

1. **Building principal or assistant principal** must sign every Approval Form. Do not accept the Form if the required documents are not attached.
2. **Executive Director (T&L)** must sign every Approval Form.
3. When technology hardware and/or equipment is being requested, the **Exec Director of Technology** must sign the Approval Form.
4. When software is being requested, the **Director of Instructional Technology** must sign the Approval Form.
5. **Chief Financial Officer** must sign every Approval Form. The CFO will submit approved form to the Accounting Department.

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Refer to Union Public Schools Board Policy #3080 regarding crowdfunding requirements.

TEACHER TO COMPLETE	TEACHER'S NAME _____ GRADE _____ SITE _____ DATE OF APPLICATION _____
	UNDER WHAT NAME WILL YOUR PROJECT BE POSTED? <div style="text-align: center; font-size: small;">(e.g., "Mrs. K"; "Coach Fred"; "Ms. Smith")</div>
	STEP 1 Tell us about your proposed project:
	NAME OF PROPOSED PROJECT: _____
My Wish List includes:	Select your platform:
<input type="checkbox"/> Curriculum or curriculum-related materials	<input type="checkbox"/> Check this box to EXPEDITE FOR TIME-SENSITIVE FUNDING
<input type="checkbox"/> Technology hardware <small>(Exec Dir of Technology approval)</small>	<input type="checkbox"/> DonorsChoose.org: Materials Cost \$: _____ <small>Must attach shopping cart/project details</small>
<input type="checkbox"/> Technology software <small>(Dir of Instructional Tech approval)</small>	<input type="checkbox"/> Adopt A Classroom: Requested donation \$ _____
	<input type="checkbox"/> Other: _____
Project Description: <div style="text-align: center; font-size: 1.2em; font-weight: bold; margin-top: 20px;">ATTACH A COPY OF THE PROJECT DESCRIPTION TO BE POSTED ON THE WEBSITE.</div>	

Once all approvals have been received, teacher shall be notified by the Accounting Department that the proposal may be submitted online. DO NOT SUBMIT AND POST UNTIL YOU HAVE RECEIVED THIS EMAIL NOTICE FROM ACCOUNTING.

ADMINISTRATORS	Project may NOT be posted online until ALL approvals are received	
	APPROVALS	
	REQUIRED	If box(es) checked above:
	Building Principal _____ Date _____	Exec Dir of Technology _____ Date _____
	Executive Director, Elem. or Sec. _____ Date _____	Dir of Instructional Tech _____ Date _____
CFO _____ Date _____		
ACCOUNTING USE ONLY		
Accounting Department _____ Date _____	Returned to Site for Posting _____ Date _____	

TEACHER TO COMPLETE	STEP 2 After project has been fully funded and donated item(s) received:
	Within five (5) business days, complete this portion of this form and send <u>with the following</u> to the Accounting Dept: <input type="checkbox"/> Copy of award notification <input type="checkbox"/> Copy of packing slip(s) OR verification of receipt Date received _____
	Teacher signature: _____ Date: _____
	Upon receipt of all of the above items, the Accounting Department shall submit a letter to the Board of Education requesting acceptance of the donated goods per Board Policy #3150. <div style="text-align: center; font-size: small;">Questions? Call 918-357-6070.</div> Teacher is responsible for contacting the Fixed Asset Dept. to arrange for asset tagging, if applicable.