

**ONLINE FUNDRAISING & CROWDFUNDING
REQUEST AND APPROVAL FORM**

The request must be made and approved **prior** to being posted on the online fundraising website.

Failure to obtain prior approval may result in disciplinary actions.

School: _____

Employee or Department: _____

A description of the items requested: _____

A description of how the items or funds will support educationally-related initiatives or programs (including extra-curricular activities), including what specific initiative or program it will support: _____

Value of Items Requested: _____

Campaign Beginning and End Date: _____

Items and cost not included with the Campaign: _____

Online Platform Intend to Use: DonorsChoose or GoFundMe (circle one)

Please attach to this Request and Approval Form the following information required by the Online Fundraising Crowdfunding Administrative Guidelines:

1. A description of how the project will be administered and information on action that will be taken if goal is not met in project timeline (obtainment of some of the requested items, extension of timeline, return of funds, etc.).
2. A copy of any narratives that will be used to solicit the funds on the website along with any photos that the staff member wants to use on the crowdfunding site. A proposed posting describing the purpose and rationale for the crowdfunding campaign that reflects negatively upon the District, its programs and services, or its staff and students shall not be approved. Staff members are prohibited from including identifiable student images,

identifying specific students and/or their areas of disability or need. Any photos and any information contained in the narratives must protect student privacy and comply with all state and Federal privacy laws, including FERPA. The District encourages staff members to limit pictures to empty classrooms, the staff member, and/or photos of students when the students are not identifiable (e.g., the back of their heads or hands). If a staff member must use students' names and/or images, which is discouraged, the staff member must: provide an explanation for why the students' names and/or images are necessary and obtain written authorization from the students' parents/guardians. The written authorizations must be included with the application.

3. A copy of the profile that will be utilized by the staff member on the crowdfunding site.
4. An approval from the Technology Department assuring compatibility with the District's system and District capacity to provide technical support for the devices/software, if the campaign is for the purchase of technology.

Please initial next to the following:

_____ I confirm that the funds raised and/or the items purchased by the crowdfunding site will go directly from the crowdfunding site to the Corporation Treasurer.

_____ I confirm that, if feasible, I shall include in the posting a link to this Board policy/guideline.

_____ I certify that this fundraising event will comply with all District and Board policies and guidelines, including, but not limited to, Online Fundraising & Crowdfunding Policy.

_____ I certify that this fundraising event will comply with all applicable State and Federal laws, including, but not limited to, FERPA and IDEIA.

Employee Signature

Date

Request Approval:

Corporation Treasurer Signature

Date

Request Approval:

Superintendent Signature

Date