Donor Choose Project Authorization Form

District employees requesting to post a project on the DonorsChoose crowd-funding website are required to complete this form and secure all approvals indicated. Only full-time employees that work directly with students at least 75% of the time are eligible: teachers, counselors, school nurses, and full-time teachers who are also coaches.

1. Teacher/Applicant Information

First and Last Name	
Campus	
Staff Assignment/Grade Level	
School Email Address	
Telephone number and/or Ext.	

2. Target Date(s) to Post Project (maximum of 45 days)

3. Instructional Strategy and Alignment to CIP

4. Project title that will appear at the top of the project page

5. Project Description including an explanation of need: (this is the actual text that will be on the website).

6. Technology: Does this project involve electronic devices, software applications, or on-line subscriptions?
☐ No ☐ Yes *If yes, Technology Department approval is required.*

7. Financial: Total estimated dollar amount that will be requested for project: $_____
Attach a detailed listing of merchandise.

8. Acknowledgement: By signing this form, the teacher/applicant attests that the information provided herein is complete and accurate, and that the actual posting to the crowd-funding website will contain only the ideas and plans as documented.

Applicant		Asst. Supt of Academics	
Principal		Asst. Supt of Finance	
Technology		Board Approval	

Detailed Listing of Merchandise Requested

	Qty	Description	Value
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
TOTAL			$ 0

Notes: _____

Crowdfunding Procedures for Supplies & Equipment

Crowdfunding is the practice of funding a project by raising small amounts of money by many people, typically through the Internet. All crowdfunding shall be approved in advance by completing the San Benito CISD DonorsChoose Project Authorization Form which must be in alignment with campus and district goals documented in the Campus Improvement Plan. If there are no budgeted funds at the campus or District level, the use of DonorsChoose.org may be approved. All requests must be approved by the Campus Principal, Technology Department (if applicable), Assistant Superintendent, and the Finance Department before posting to the website. DonorsChoose may only be used for Supplies and Equipment. "Class Trip" and "Visitor(s)" are not approved needs in the "Go Shopping" section of the DonorsChoose website.

1. **The Campus Principal must ensure compliance with the following requirements:**
    a. Include District, campus, and staff member name on project website.
    b. Staff is limited to 2 crowdfunding projects per school year. The project deadline shall not exceed 45 days.
    c. Items with a per unit value greater than $5,000 are to be tagged as a fixed asset item.
    d. Other items less than $5,000 will follow District inventory procedures.
    e. All items donated will become property of San Benito CISD and must remain with the campus/program as described in the submitted project.
    f. A Donation Form must be submitted to the Assistant Superintendent of Finance & Operations for presentation and approval by the Board of Trustees.
    g. Satisfy other requirements and expectations of DonorsChoose, such as thank you letters or photos showing project completion.

2. **Eligible District Staff seeking donations via DonorsChoose must comply with the following:**
    a. Staff shall not request monetary donations.
    b. Staff shall not seek funding for the personal benefit of an individual or for political reasons.
    c. All donated items will be shipped to the campus.
    d. Staff shall use District provided email addresses for communication with DonorsChoose. The District provides an outlook email address with domain @sbcisd.org and a Google email address with domain @sbcisd.org
    e. Donations shall be strictly on a voluntary basis. Parents or community members shall not be pressured to make donations to the site. Staff is prohibited from sending flyers or any other communication to parents.

3. **Step by Step:**
    a. Teacher completes and submits the SBCISD DonorsChoose Project Authorization Form to the Campus Principal.
    b. The Principal reviews the proposal, and if approved, signs and dates the SBCISD DonorsChoose Project Authorization Form. The form is then forwarded to the Technology department (if necessary) and to the Asst. Superintendent of Academics for approval.

c. The forms are emailed to the Assistant Superintendent for Finance & Operations for final review and approval.
d. The Finance Department will communicate with the teacher and Principal within one week of receiving the project request.
e. If approved, the teacher posts the project to DonorsChoose.org website.
f. Pictures of students are not allowed.
g. Project must be funded 100%.
h. Once the project is funded 100%, the items are shipped to the campus and DonorsChoose sends the Principal an email notification of items to be delivered.
i. Items requested are received at the campus and will be tagged as donated fixed assets or donated inventoried items, as per District procedures.
j. Teacher completes any other requirements from DonorsChoose.

Additional Resources:

SBCISD Board Policy CDC Local – Other Revenues, Gifts and Solicitations
https://pol.tasb.org/Policy/Download/260?filename=CDC(LOCAL).pdf