Franklin
COUNTY SCHOOLS

FUNDRAISING & DONATIONS

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Identify Guidelines and Requirements For:

- ❑ Crowdfunding
- ❑ Fundraising
- ❑ Giftcards
- ❑ Gifts & Donations
- ❑ Grants
- ❑ Ticket Sales or Events

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INTRODUCING, GIVEBACKS

What is Givebacks?

Givebacks is an all-in-one platform built for school communities to manage and streamline their fundraising efforts. By capturing all fundraising and donation requests in a single, user-friendly interface, Franklin County Schools will benefit from optimized reporting and more efficient processes. The platform empowers our schools to:

- **Create and Manage Fundraisers:** Givebacks offers a suite of included fundraisers, such as a-thons, raffles, sweepstakes, crowdfunding, and event ticketing, with nearly 100% of the proceeds going to schools.
- **Gain Fundraising insights**: Track progress towards goals and access reports to make data-driven decisions.
- **Process Cashless Payments**: Accept cashless payments at various school events and activities using a mobile swiper, reducing fraud risk. *{Debit/Credit, Visa, M/C, American Express, Google Pay, & Apple Pay}*

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CROWDFUNDING:
REQUIRES PRIOR APPROVAL

What is Crowdfunding? The practice of using online sites to solicit donations, whether monetary or in-kind, on behalf of the school system. Crowdfunding is also commonly referred to as “Crowdsourcing”.

- Board Policy 7360/8225 establishes a balanced approach that regulates and provides parameters for crowdfunding on behalf of the school system, adopted 3/9/2020.
- Crowdfunding Campaigns ***MUST*** receive prior approval before executing a campaign.
- Student Support Organizations (PTO/PTAs or Boosters) are exempt from the Crowdfunding Policy.

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CROWDFUNDING:

The Approval Process

Prior Approval is required for all purchases:

- **All Fundraising Requests:** Submit Givebacks Generic Crowdfunding Request Form for prior approval. (See School Treasurer to gain access to complete the form)
- **Technology specific purchases:** Prior approval from the Technology Director is required.
- **Pre-K specific purchases:** Prior approval from the Pre-K Director is required.

Approval by dollar amount

- **Up to $1,000:** The Principal has approval authority.
- **Up to $5,000:** The Superintendent's Designee has approval authority.
- **Over $5,000:** Board of Education approval is required.

- **Completion of Event:** After completion of the Crowdfunding Event a written Crowdfunding Report must be submitted to the Principal outlining how funds/items were used and how students benefited.

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FUNDRAISING:
Procedures

- Each group or club within a school or department that conducts a fundraising activity must complete and submit a Givebacks Generic Fundraising, Crowdfunding, Donation, Grant, Ticketed Events, or Gift Card Request Form and receive approval before initiating the activity.
- Proper receipt and cash management rules must be followed at all times during a fundraising activity.
- It is imperative that the Principal or designees ensure that all phases of the activity are monitored adequately to avoid procedural problems with the handling of money.
- The Summary of Fundraising Activity must be completed by groups or club sponsors within one week of the completion of the activity. This form should be reconciled with the collection of receipts. Use this form to complete the Givebacks Summary of Fundraising Activity form.
- Approval for fundraisers should be requested using the Givebacks Platform by October 31 of each school year. Any requests after this deadline will be considered on a case by case basis.

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Gifts & Donations:

Gifts, Bequests, and Donations

- ✓ To ensure compliance and accountability, all donations to FCS schools and programs require formal documentation and approval via the Givebacks Platform.
- ✓ A Generic Donation Request form in Givebacks must be completed and submitted for approval before moving forward with any donations.
- ✓ For in-person donations, the FCS Donation Form must also be completed. Once you have received a completed FCS Donation Form, you can then enter this donation into the Givebacks Platform as a "Generic Donation Request".
- ✓ This process ensures transparency, appropriate use of funds/resources, and compliance with the ethical guidelines of FCS Board of Education's policies and procedures 8220 Gifts and Bequests.
- ✓ Gifts, Bequest, or Donations can be the form or real property, personal property, or funds.
- ✓ All items require prior approval from Department heads before moving forward with process.
- ✓ Donor must demonstrate they have clear and free title to property being donated
- ✓ Principal/designee must give the Superintendent/designee written notification that identifies the nature and purpose of the

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Giftcards, Grants, & Ticketed Events

- Anyone wishing to proceed with any of these activities should complete the Generic Grants, Ticket Sales, or Gift Cards Request Form on the Givebacks Fundraising Platform.
- The request will go to the Principal and the Budget and Compliance Officer for approval.
- All Giftcard approvals must also complete the Giftcard Distribution Journal when distributing cards.

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PTA/PTOs & Booster Clubs

Guidence for Student Support Organizations (SSO):

- When ran effectively, parent organizations or Student Support Organizations (SSO) are a vital part of a thriving school community.
- Parent groups can strengthen the home-school connection, build trust, and enrich the educational experience for all students.
- Research shows that parental involvement is one of the strongest predictors of student success, leading to higher grades, better attendance, and improved social skills.

*The SSOs will focus its efforts on initiatives for the current school year. Approval for all projects is to be requested by October 31 annually. Any initiatives that emerge after this date will be considered on a case-by-case basis.

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QUESTIONS?

CONTACT:

- See your School Treasurer
- Jama Stallings-Budget & Compliance Officer
  jamastallings@fcschools.net
- Tricia Preston-Financial Assistant to the CFO
  triciapreston@fcschools.net
- For more information about Givebacks visit
  Givebacks.com