

EMPLOYEE APPROVAL REQUIREMENTS FOR WEB-BASED DONATIONS / CROWDFUNDING

These requirements apply to the use of any form of web-based donations or crowdfunding for the financial benefit or gain of the District; including a specific classroom, grade level, department, school, curricular or extracurricular activity. One popular example of crowdfunding is Donors Choose. Galena Park ISD supports web-based donations or crowdfunding activities that have been prior approved by building supervisors utilizing Eduphoria FormSpace and are designed to promote educational and co-curricular activities without interfering with the educational process. All property and proceeds received as a result of online web-based donations or crowdfunding services become the property of the District.

The Galena Park ISD employees shall comply with all of the following provisions relating to the use of web-based donations or crowdfunding services for school-related purposes.

- Employees shall obtain prior approval by submitting an Eduphoria FormSpace request. The request must be approved prior to posting any mention of a Galena Park ISD program, classroom, school or the school system on a web-based donation or crowdfunding site.
- Technology items will be evaluated during the Eduphoria FormSpace approval process to ensure compatibility and support. All technology hardware and software license are the responsibility of the campus.
- When making request for donations, employees must comply with student privacy and other requirements set out in the Family Educational Rights and Privacy Act (FERPA). As a result, student images, names, and descriptions, which would cause students to be identifiable, or allow logical deductions about disabilities or other factors deemed to be within the sphere of student privacy, must not be used.
- Donation request must be setup through a District account and not a personal account. Always use District email address for communications with donors.
- Any purchases made with funds received or donated items received must comply with Galena Park ISD purchasing guidelines and procedures.
- Donation activities must be consistent with applicable provisions of District policy and school rules and in compliance with legal requirements.
- All items obtained must be delivered directly to the District or the campus where the employee is assigned.
- Non-Consumable Items must be inventoried by the campus or department.
- Technology items must be inventoried by the district technology department.
- Monies or items secured become the property of Galena Park ISD and not the individual employee who solicited the item(s) or funds.
- It is the intention of the District to ensure that items purchased or obtained through web-based donations or crowdfunding remain with the employee, unless the employee leaves the district or the program for which the items were purchased, in which case the building or district administrator will determine the subsequent placement of the items.