THE SCHOOL DISTRICT OF SPRINGFIELD R-12

CROWDFUNDING PROCEDURES
FY2027

Effective July 1, 2021
(Last Reviewed 07/01/26)
(Last Revised 07/01/21)

District employees wishing to utilize crowdfunding campaigns for district purposes or programs are required to obtain written authorization for doing so by submitting a pre-approval request form to the building principal or designated district administrator. Written authorization must be received before proceeding with any crowdfunding efforts.

It shall be the responsibility of building administration, as applicable, to approve all crowdfunding requests. The Crowdfunding Request Form is linked here and is also available on the District's website.

Crowdfunding requests shall not be approved unless they meet the following conditions:

a. Crowdfunding campaigns must meet the guidelines set forth in the Financial Procedures Handbook, including prior written authorization and posting on a district approved crowdfunding site;

b. Where crowdfunding proceeds are in the form of monetary donations, such funds must be sent directly to Springfield Public Schools, Kraft Administrative Center, Attention: Accounts Receivable Specialist. All proceeds must be deposited in a district account;

c. All gifts and monetary donations that are requested using the district's name, referencing the employee's position with the district even if the district is not named, or requested on behalf of students specifically or in general are considered district property;

d. All crowdfunding campaigns involving classroom materials, projects or resources must be consistent with the District-approved curriculum;

e. All crowdfunding campaigns, including the solicitation of donations, online posting, selection of items, and/or use of funds must be consistent with all applicable laws and board policies; and

f. All crowdfunding campaigns must have specific, pre-determined beginning and ending dates.

Crowdfunding Projects MAY NOT:

a. Disparage the district or any of its buildings, programs, students, or employees or paint the district or any of its employees, students, or programs in a negative light;

b. Include identifying information of any district student on the crowdfunding site;

c. Be used for personal benefit of an individual or for political reasons;

d. Result in funds being provided/delivered directly to the individual who requested the funds;

e. Result in items being provided/delivered to employee homes or an address other than a district address;

f. Use personal, non-district email addresses for communication with donors;

g. Violate Title IX or any other applicable state or federal law;

h. Be contingent on additional district spending or require "matching" funds from the district or another organization;

i. Request food items that do not meet the "smart snacks" standards of the USDA regulations for school nutrition; or

j. Contain language that suggests or states that an item or items for which the donations are being sought are required for or otherwise integral to a student's special education program, necessary for a student to achieve his/her IEP goals, or necessary to ensure participation of a student or students with disabilities in school or any program offered by the District.

Designation of Approved Crowdfunding Sites

All crowdfunding sites that are approved by the district must meet all of the following requirements:

a. The site must be legitimately operated with no significant history of fraud, unlawful activity, financial mismanagement, or other misconduct; and

b. The site must have a policy that requires all funds raised by an individual on behalf of the school to go directly to the district, not the individual who posted/advertised the fundraising request.

To the extent that no crowdfunding sites available meet all of the requirements above, the district shall not approve requests for crowdfunding.

Sites designed for crowdfunding by schools and/or educators shall be given preference, if they meet the requirements of this section.

Additional Requirements and Regulations

Where a crowdfunding campaign requires the electronic transfer of funds, building administration in consultation with the Director of Business Services shall ensure that such transfer is made properly and in accordance with acceptable standards of practice. Where such transfer cannot be properly achieved, the campaign should not be approved.

The district reserves the right to refuse funds that have been raised through an approved crowdfunding campaign if it discovers that the project violated applicable board policies or was in violation of the crowdfunding site's requirements, policies, and/or regulations.
The district reserves the right to terminate any pre-approved crowdfunding campaign for any reason or withhold approval for any crowdfunding campaign project for any reason.

Items obtained through crowdfunding must fulfill the purpose of the approved crowdfunding campaign.

It shall be the responsibility of the individual whose crowdfunding campaign is approved by building administration, as applicable, to ensure that all funds are spent as detailed in the fundraiser and for the intended purpose. Business Services shall be promptly notified of any unused funds and assist in determining the appropriate way to expend or return the unused funds.

It shall be the responsibility of the individual whose crowdfunding campaign is approved by building administration, as applicable, to ensure that all applicable laws and rules, including rules and requirements established by the crowdfunding site, are followed.

All items/materials obtained through district-approved crowdfunding are the property of the district. While preference shall be given for the items/materials to be used and maintained by the employee who originally obtained them through crowdfunding (where applicable), the district reserves the right to transfer such items/materials to another classroom and/or teacher, where necessary.

Approved Online Crowdfunding Platforms

The online crowdfunding sites currently supported by The School District of Springfield R-XII are *DonorsChoose* and *Pick-a-Project* through the Foundation for Springfield Public Schools. **District employees should not launch crowdfunding campaigns using other online platforms that have not been approved by the district**.

Pick-a-Project

Pick-a-Project is a crowdfunding platform managed by the *Foundation for Springfield Public Schools*, an independent 501(c)3 not-for-profit organization. This platform was designed to support educational programs for SPS teachers and educators. School staff post their projects on the Foundation pick-a-project website and donors can select which projects they would like to support. Donations to projects are fully tax deductive as allowed by law. For more information about this program please visit https://www.supportsps.org/pick-a-project-2/, contact the Foundation office at 417-523-0144 or email Development Director, Tina Pham at ttpham@spsmail.org.

DonorsChoose

DonorsChoose is a teacher-founded nonprofit that helps public school teachers get funding for materials and experiences that will help their students learn. Through this online platform,

teachers may develop a classroom project. When successfully funded, DonorsChoose notifies the principal and sends the requested materials to the school. For more information about this program please visit https://www.donorschoose.org/.

Your role ***is eligible*** to create projects on DonorsChoose if you meet ***all of the following criteria***:

- You work in an eligible school. (SPS meets the eligibility requirements as public schools within the U.S. run by a local education agency serving PreK-12 students).
- You're employed full-time (or considered at least 0.75 FTE) by a public school, public charter school or the Office of Head Start.
- You're a front-line educator or other staff member whose main responsibility is to directly teach or counsel students:
    - Front-line educators and other staff can include (but aren't limited to): classroom teachers, subject-area teachers, librarians, therapists, counselors, school nurses, full-time teachers who are also coaches, etc.
    - You're in charge of creating your own lesson plans (or equivalent in a non-classroom role), and not primarily assisting another lead teacher.

As an eligible teacher, you'll have a chance to find your school during the registration process.

Your role ***is not eligible*** to create projects on DonorsChoose if you:

- Are in a primarily administrative role, e.g. principal, director, coordinator, business officer.
- Teach or train staff and other faculty members, and only spend time with students while assisting other teachers, e.g. instructional coach/teacher developer.
- Are a parent (including PTA members).
- Are an instructional aide or a school staff member that primarily assists other faculty members, e.g. teachers' assistant, paraprofessional, or student teacher.
- Are a temporary substitute teacher, a part-time teacher, or an after-school teacher.
- Are in a supporting 'school staff' role such as cafeteria worker, security guard, bus driver, etc.
- Work in an Early Head Start classroom.