Fundraising & Donations in the District

Overview for Volunteers

Form Submission Thresholds

- Fundraising Activities, Events, Solicitations, Campaigns, Grant Writing
  - Up to $10,000 – **NOT** required to submit form
  - $10,000 and more – must submit Fundraising Request Form
- Donations (In-Kind)
  - Value up to $10,000 – **NOT** required to submit form
  - Value $10,000 or more – must submit Fundraising Request Form

What is the Fundraising and Donations Request Form?

- Quick 10-question Google Form that requests permission to fundraise or accept a donation/item. Form will query campaign scope, timing, requirements, and potential donors
  - Form can be found: on the District and Foundation websites:
    - View the Fundraising and Donations Request form on the District website.
    - View the Fundraising and Donations Request form on the Foundation website.
- Must be submitted **before** the project/program begins
- Form is reviewed by CRCSF Executive Director, unless it is an in-kind item with a value over $25,000, which will be directed to the Superintendent and Board of Education for review
- Notified within 5 business days of acceptance or denial
- Disciplinary Action/Consequence for Noncompliance as stated in the Regulations

Capital Purchases and Maintenance Impact

- If your fundraiser or donation will add/impact Facilities, Technology, or Ongoing Maintenance, contact applicable District department for approval prior to submitting the form

501(c)(3) Tax Status

- If your organization HAS its own 501(c)(3) tax status, the Fundraising and Donation Request Form must still be submitted before you solicit donors, order materials, accept a donation, etc.
- If your organization does NOT have 501(c)(3) nonprofit status, contact the Foundation for next steps.

Additional Questions? Contact: Karen Swanson @kswanson@crschools.us or 319-558-2400