

ADMINISTRATIVE PROCEDURES

DFKA

FISCAL MANAGEMENT CROWD SOURCED FUNDRAISING

DATE

Because crowdfunding is a unique form of fundraising, the following rules will apply whenever the District, a District employee, or other volunteer or agent of the District seeks gifts and donations through a crowdfunding website intended to benefit the District, District employees acting in their capacity as District employees, or the District's students.

- Before any donation is requested, the building administrator/director must be informed of the request to ensure that the request does not conflict with other fundraising efforts; to verify, if classroom supplies or other property are requested, that the District does not already have the requested supplies/property; and to ensure that the District can adequately support, store or maintain the gift if received.
- All donations or gifts that are requested using the School District's name, referencing the employee's position with the District even if the District is not named, or requested on behalf of District students specifically or in general are considered District property.
- It is the intention of the District to ensure that items purchased through such fundraising remain with the employee, unless the employee leaves the District or the program for which the items were purchased, in which case the building administrator will determine the subsequent placement of the items.
- The building administrator/director must be informed if donations or gifts are received using crowdfunding so that the gift may be appropriately acknowledged by the District, the donation may be deposited in the appropriate District account, and the gift may be inventoried.
- If the request involves technology, approval from the Information Technology Department must be obtained prior to any Crowd Source Fundraising request being made.
- A file is to be maintained at the school for any Crowd Sourced Fundraising request. This file should include: the building administrator's/director's fundraising approval form, the written detail of the projects as well as what is posted on the platform website, any photos or images posted with the project, and a copy of all agreements and permission forms, as well as receipts for funds and/or goods purchased.

LEGAL REF: FERPA