



Hastings Public Schools

Crowdfunding Project Request Form (715.1 FRM)

Approved Sites: DonorsChoose.org

Please complete and submit this form to your building level Principal or Supervisor **before** project is put on DonorsChoose.org. You will be notified by district email when project is approved (see Policy 715).

Request Date

Employee Name

Building

Fundraising Goal Amount

Project Start Date

Project End Date (maximum is 4 months from start)

Provide a description of your project (be sure to include what materials and/or experience you are requesting). All requests must be for appropriate expenditures and be consistent with the district's guidelines and educational goals.

Employee Signature

Date

Principal/Supervisor Approval:

Other Approvals (if applicable): Teaching & Learning, Technology

Are all requested materials or experiences above and beyond what the district is required to provide?

Yes

No

Are all requested materials or experiences appropriate expenditures consistent with the district's guidelines?

Have available budgets and/or other grant opportunities been considered?

If there are ongoing expenses related to the project, has funding been determined?

Is the use of resources fair and equitable?

Approved

Not Approved

If NOT approved, Explain Why

Principal/Director/Supervisor Signature

Date

District Finance Supervisor Signature

Date