



# SOUTHEAST ISLAND SCHOOL DISTRICT

P.O. Box 19569, 1010 Sandy Beach Road, Thorne Bay, Alaska 99919  
(907) 828-8254 Fax: (907) 828-8257 E-mail: [sisd@sisd.org](mailto:sisd@sisd.org)

## FUNDRAISING ACTIVITY REQUEST

All fundraising activities for Southeast Island School District students, schools, activities, and programs need prior approval using this form.

### Section 1: Activity Request

Date Submitted: \_\_\_\_\_ (Must be requested 10 days in advance of activity)

Name of Activity: \_\_\_\_\_ Group: \_\_\_\_\_

Detailed description of fundraising activity: \_\_\_\_\_

Purpose of fundraising: \_\_\_\_\_

Dates of fundraising: \_\_\_\_\_

Details of school property/materials needed (if applicable): \_\_\_\_\_

Name(s) of adult sponsor: \_\_\_\_\_

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date Signed

### Section 2: Crowdfunding Information (see Crowdfunding on p.2 for details)

Is this a crowdfunding activity:  Yes  No

If yes, please complete the following Crowdfunding Approval  
(please complete all that apply - a signature or NA is required):

\_\_\_\_\_  
Technology Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Maintenance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASC President or Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent/Designee

\_\_\_\_\_  
Date

### Section 3: Approval

Solicitation of funds of any kind (cash, grants, merchandise, services, etc.) is prohibited without prior approval by the principal.

Activity is Approved:  Yes  No

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date Signed

Upon completion, form was submitted to the SISD Business office:  Yes  No  
**(A completed copy of this form will be forwarded to the originator.)**

## Additional Information

It is the intent of the Southeast Island School District that fundraising be a participatory activity with the students who are receiving the benefit of the fund raising. Parents may also participate in approved fundraising activities.

### **Crowdfunding**

Crowdfunding is the practice of funding a project, idea, or items by raising small amounts of money from a large number of people, typically via the internet. The following summarizes the District's guidelines and procedures for District staff when wanting to initiate a crowdfunding effort. Note: The District will take into account the volume of requests and may reserve the right to limit the number of requests approved.

1. Establishing any online crowdfunding accounts on behalf of a classroom, school or the District, requires written pre-approval from the Superintendent/Designee, who must also ensure BP 3290 is followed.
2. Requests for technology must also be pre-approved by the Technology Director.
3. Requests that require electric, plumbing or other facility considerations must be approved by the Maintenance & Operations department.
4. Approved requests must be forwarded to the Business Office.
5. Following notification of final approval, the staff member can create the crowdfunding page.
6. No use of the District name, logo, or likeness by any staff member, student or school group may be used for crowdfunding purposes without prior written permission as stated above.
7. The District will not fund the remainder of projects receiving partial funding from donors.
8. All cash or property secured from crowdfunding is the property of the District.
9. All funds raised must be deposited to the ASC's checking account as soon as possible, accompanied by a dated report from the crowdfunding site.
10. SOP No. 5 – Purchasing must be followed for the expenditures made with the proceeds of any crowdfunding.
11. If there are any unspent funds, the ASC will determine the appropriate way to spend or return the unused funds.
12. All items/materials obtained through District-approved crowdfunding are the property of the District. While preference is given for the items/materials to be used and maintained by the employee/group who originally obtained them through crowdfunding, the District reserves the right to transfer such items/materials to another classroom and/or teacher, where necessary.

### **BP 3290 Gifts, Grants and Bequests**

The School Board greatly appreciates the support of community members and may accept suitable donations on behalf of the district. All donations greater than \$1,000 shall be brought before the Board. The Superintendent or designee may apply for special revenue grants.

To be acceptable, a gift, grant, or bequest must satisfy the following criteria:

1. not begin a program which the School Board would be unable to continue when the donated funds are exhausted.
2. not entail undesirable or hidden costs, such as additional staff workload.
3. place no restrictions on the school program.
4. not be inappropriate or harmful to the best education of students.
5. not imply endorsement of any business or product.
6. not conflict with any provision of the School Board policy or public law.
7. have a purpose consistent with those of the district.

The School Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students. Use of a gift shall not be impaired by restrictions or conditions imposed by the donor. The School Board will try to follow the donor's wishes insofar as they do not conflict with district philosophy or operations.

Upon acceptance by the School Board, all gifts, grants and bequests shall become school district property. At the Superintendent or designee's discretion, a gift may be used at a particular school.