

Crowdfunding is defined as the process of getting a large group of people to finance a particular project, especially by using a website where people can make contributions.

#### Steps for Staff to acquire Crowdfunding Finances/Materials

1. Board approved educational specific crowdfunding sites
  - a. Additional sites can be added for District approval
    - i. Site reviews can be submitted as new sites to Kent Zeman
      1. Submitter has to vet the sites information and provide document of integrity, etc.
  - b. Approved sites:
    - i. Donors Choose
    - ii. Adopt-a-Classroom
2. Prior approval
  - a. submitted to building principal/supervisor or designee via Crowdfunding proposal and projection form (this will mirror the form that is currently used for fundraising)
    - i. Approvals are submitted to building principal and he/she then forwards to appropriate coordinator/ director
      1. Building principal/supervisor or designee will forward to Treasure's Office
    - ii. Form needs to include "If approved what are the ongoing costs?"
    - iii. Sustainability
    - iv. Finite or ongoing project
    - v. Does project align with district policies and visions
  - b. Within 10 business days, teacher will receive answer from building principal
3. Process
  - a. Once prior approval has been received teacher proceeds with completing necessary steps via sites
  - b. Within 24 hours of Final approval from crowdfunding website url is shared with building principal/supervisor or designee
    - i. If any part of the final submission does not match prior approval the teacher will be asked to delete the project immediately
4. Once Project has been funded
  - a. Crowdfunding Final Report Form is submitted within 14 days
    - i. Packing slips are attached to Final Report Form and submitted to building principal/supervisor or designee
    - ii. Final report from website indicating donors and/or URL where this information can be found
      1. Building principal/supervisor or designee will forward to Treasure's Office
5. Ownership of materials acquired from Crowdfunding source
  - a. All items are considered District property
    - i. Materials meeting District criteria may or may not be inventoried
  - b. Becomes part of the building inventory
  - c. Should the crowdfunding originator be transferred to another in-district building, the originator may request the items to transfer as well - it will be to the discretion of the building principal/supervisor or designee to approve this request
  - d. Should the crowdfunding originator leave the district the building principal/supervisor or designee may determine subsequent use and building location of the items.
  - e. Items will be disposed of per district policy

**FUNDRAISING PROPOSAL AND PROJECTION FORM**

This form is designed to account for fundraising projects conducted by student activity groups or staff.

Name of SAF Group or staff \_\_\_\_\_

Proposed Sales/Fundraising Project and length of time of project: \_\_\_\_\_

Item(s) to be sold  
or bought: \_\_\_\_\_

Vendor supplying the product(s): \_\_\_\_\_

Quantity to be Ordered	Cost Per Unit	S/H	Total Cost of Order
_____	_____	_____	0.00
_____	_____	_____	0.00

Proposed Sales Price Per Unit	Estimated Income
_____	0.00
_____	0.00
_____	0.00
_____	0.00

If approved are there any ongoing costs? If, Yes, what are the estimated on going costs?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Your fundraising project has been approved. Please have requisitions prepared and purchase orders generated by the Accounting Department **before** ordering any items.

\_\_\_\_\_ Your fund-raising project is not approved.

Principal \_\_\_\_\_ Date \_\_\_\_\_

Comments: