

IREDELL-STATESVILLE SCHOOLS
CROWDFUNDING (ELECTRONIC FUNDRAISING) GUIDANCE

BOE POLICY 7360/8225

Guidelines from Iredell-Statesville Schools Board of Education policy 7360/8225 regarding electronic fundraising:

- Employees wishing to raise funds for a particular school must obtain written approval from their principal, the superintendent designee or board of education pursuant to campaign amounts outlined in the policy.
- The dollar value of funds or items up to \$5,000 require the approval of the school principal. Campaign proposals exceeding \$5,000 should be forwarded to Melissa Wike, Chief Finance Officer for approval.
- ISS approved crowdfunding platforms are AdoptAClassroom.org, DonorsChoose.org and LivingTree
- After providing pertinent details along with a complete copy of the proposed listing, requests will be reviewed to ensure that no potential legal liability, violation of state or federal laws, and/or violation of policies exist.
- The posting of images and content on a crowdfunding page must comply with all ISS Board of Education policies including but not limited to employee use of social media, technology responsible use, and copyright compliance
- The crowdfunding site must have procedures in place to ensure that funds are distributed to the school or spent by the school and not an individual employee.
- A copy of the approved proposal should be kept on file and provided upon request.
- Funds received from the fundraiser should be deposited with the School Bookkeeper and purchases made should follow district purchasing procedures.
- Upon completion of the crowdfunding event, employees approved for crowdfunding projects must report to their principals any funds or items received through the project, and the disposition of funds and/or tangible materials received. This report should be kept on file and provided upon request.
- All funds and/or tangible materials purchased with crowdfunding donations are property of the school and shall remain with the school regardless of changes in the teacher's employment with the school or district.

Before a fundraising activity can occur, the form must be completed and approved. By signing this form I agree to the crowdfunding policy guidelines and acknowledge that all funds and/or tangible materials remain the property of the school.

School Name: _____ **Campaign Start Date** _____

Campaign End Date _____

Employee Name & Job Title: _____

Employee Email: _____

Approved Crowdfunding Site To Be Used: _____

Proposed Listing Including Language To Be Used and Graphics (attach a separate sheet if needed):

Amount or Items Requested: _____

I have reviewed the guidelines and certify that this request meets all criteria specified in board policy.

Employee

Date

Approved

Principal, Superintendent Designee or Board Representative

Date

Denied