

Gifts and Donations

The district acknowledges the potential benefit of accepting donations through a third party/online fund raising website payment processor. District policy (KH) as well as compliance with generally accepted accounting principles (GAAP) require the guidelines below for use of this collection method:

1. In partnership with the building administrator (principal) and the business office, the project lead/teacher will complete and submit for approval a Student Fund-Raising Activity Request form (IGDF-AR).
2. In partnership with the building administrator (principal) and the business office, the project lead/teacher will set up a school/project account with the third-party website.
3. Disbursements will be deposited directly into the appropriate School Student Body account via check. Donations will not go to the project lead/teacher.
4. The project lead/teacher will request funds through the standard Student Body Account methods.
5. The business office will have administrative rights to the website account for tracking purposes.
6. The building administrator (principal), the business office, and project lead/teacher will determine in advance how the web service fees will be charged. The project description must include the fee amount if it will be charged to the donor.