

### **Internet-Based, Crowd Funding Solicitation**

All district or school internet-sourced crowdfunding, or other similar types of monetary solicitation, shall be in compliance with all district fund-raising policies, requiring preapproval from the principal and the superintendent.

See Board Policy KH - Public Gifts to the District.

The principal shall review information being provided to the internet-sourced crowdfunding site to ensure that no student information is disclosed improperly and no images are used without permission.

The principal shall ensure that the internet-sourced crowdfunding site is legitimate, and that the terms of the site are being followed.

All district or school fund raising will be on the district's system and shall follow appropriate policies and use guidelines.

All technology purchases or requests for purchase will be approved by the technology coordinator. Items that could increase the district's liability exposure must be cleared by the district office prior to approval. Examples could include, but not limited to: playground equipment, trampolines, archery equipment, etc. If you are unsure on the district's position on a typical item, please contact the district office.

All non-monetary items obtained become property of the district and all inventory procedures apply.

All monetary donations shall be recorded in the proper school or district fund. No school or district banking information shall be given out. A check will be requested to be mailed to the school or district in the name of the school or district and not to the individual.

A file will be maintained by the principal that documents the principal approval, details of the project, a print out of the website, copies of all agreements and permission forms, copies of any checks of monetary donation received as well as the inventory listing non-monetary donations.

A Donation Form is to be completed on all donations to schools or the district. This form is to be sent to business services for monthly Board approval.