

ONLINE FUNDRAISING CAMPAIGNS/ CROWDFUNDING

Code **DDB** Issued **xx/2019**

Any district employee may submit an online fundraising campaign proposal to his/her principal or direct supervisor to seek permission to raise funds or acquire donations of materials for the students of the district via a crowdfunding platform that has been approved by the superintendent and chief finance officer. Approved crowdfunding platforms must meet the following requirements:

- All funds or materials donated through the platform must go directly to the district or school administration and not to the individual employee who initiated the donation request.
- The platform must have safeguards in place to prevent misuse of funds and/or misappropriation of materials.
- Administrative fees, if any, collected by the platform must be reasonable and appropriate.
- District banking information will not be disclosed, and its release should not be required as a condition to receive donations to the platform.

Any individual who has not obtained the express written permission of an authorized district representative may not solicit donations of funds or materials on behalf of the district on any crowdfunding platform; may not use any trademarks or copyrights owned by the district, including, but not limited to, the district logo, school logos, school mascots, etc.; and may not otherwise give the appearance that any donations being solicited will be used by the district, will be used by a district employee or program, or will in any way benefit the district.

The district retains the right to refuse any donation of funds or items collected in violation of law, this policy, or the crowdfunding platform's requirements.

Ownership of Materials

Any materials purchased or donated as the result of a district-approved crowdfunding campaign are the property of the district. The materials will remain available for the use of the requestor of the crowdfunding campaign until the requestor is no longer employed with the district or the requestor is placed in another position in which they are unable to utilize the materials as they were intended in the original crowdfunding campaign. At that time, the materials will remain the property of the school to be transferred to another classroom and/or teacher as appropriate.

Employees who fail to comply with this policy will be subject to disciplinary action, as appropriate.

Adopted ^