

Solicitations	All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.
Student Information	When soliciting donations on behalf of the District or in order to fulfill job duties, an employee may not include or make reference to the name, image, or other personally identifiable information of a student without written parental consent. [See FL]
Equipment or use of facilities	An employee shall obtain approval from the executive director of technology or designee before soliciting a donation of technology equipment. Any equipment or landscaping being added to or removed must be reviewed by the director of facilities for approval.
Web-Based Solicitations (Crowdfunding)	<p>An employee may solicit web-based donations (“crowdfunding”) for classroom projects to be used by the employee in fulfilling his or her professional responsibilities or for the District’s use in accordance with law and the following procedures.</p> <p>The District reserves the right to review the content of a web-based campaign created by an employee to ensure that the campaign goals and content are in line with the District’s policies and educational program.</p>
District Approval of Employee Web-Based Solicitations	<p>All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.</p> <p>The school principal, supervisor or district administrator are required to pre-approve projects posted by eligible staff prior to making application for the campaign or project.</p>
<i>Procedures</i>	<p>An employee who solicits web-based donations in the name of the District or a campus or on behalf of the District must comply with the following requirements:</p> <ul style="list-style-type: none">• Obtain prior approval from direct supervisor and any other district personnel before applying for crowdfunding.• Agree to use the donations as stated in the campaign;• Use the only district approved website for crowdfunding: Donors Choose for this process.• Limit solicitations to educational purposes only rather than seeking donations that provide personal benefit to a student, employee, group of students or group of employees;

- Set clear beginning and ending dates for the campaign within the same school year;
- Return donations to the donors if for any reason a campaign cannot be concluded (such as when the campaign is not fully funded within the time period required by the website);
- In regard to donated items:
 - Deliver items to the campus principal or appropriate administrator at the location where the items will be used;
 - Ensure that items are consistent with the District's educational program, the District-approved curriculum, and Board policy;
 - Obtain approval from district level personnel as related to the project;
 - Report any technology donations as well as any items with a per unit cost of more than \$3,000 so that they may be tagged as inventory in accordance with District inventory and accounting procedures; and
 - Ensure items are safeguarded at time of delivery.
- Use District-approved websites to solicit donations and promote the campaign;
- Ensure donors are notified of any service fees to be deducted from their online donations;
- Satisfy other requirements of websites used in the campaign; and
- Upon completion of the campaign, report donations received to the campus principal and/or department supervisor.

Education
Foundation

The Education Foundation will work in partnership with the ISD. See policy for CY(Local) for details.

**Required: Staff
Member Information**

First and Last Name: _____

Campus/Department: _____

Principal/Supervisor: _____

Date Submitted to Principal/Supervisor: _____

Approved _____ Denied _____

Principal/Supervisor Signature: _____

Date of Decision by Principal/Supervisor: _____

Date Request was added online to Donors Choose Website:

**Required: Crowd
Funding Request
Information**

Description of Educational Purpose and who, specifically, will benefit from this project and how.

Program must have beginning & ending dates within the same school year.

Beginning Date: _____ Ending Date: _____

Description of Item(s) Requested:

**Additional
Department
Approvals (if
applicable)**

Technology Components must be approved through our CISD
Technology Department.

Technology Details:

Technology Department Decision:

Approved _____ Denied _____

Staff Signature: _____

Date of Decision by Technology Staff: _____

Finance Department Approval must be obtained if any items with a
per unit cost of more than \$3,000 to be tagged as inventory in ac-
cordance with accounting procedures.

Financial Department Decision:

Approved _____ Denied _____

Staff Signature: _____

Date of Decision by Finance Staff: _____

**Required:
Campaign
Completion Date**

Once the campaign has been completed, a summary shall be re-
ported to your department supervisor/principal.

Date Completion Summary Submitted: _____