

Hays CISD Crowd Funding Procedures and Requirements

(Supplement to the Hays CISD Activity Funds Administration Manual)

The following guidelines relate to Hays CISD campuses/departments, and the utilization of a crowd funding service to obtain resources. Fundraising campaigns must support **INSTRUCTIONAL-BASED CAMPUS-WIDE** initiatives.

Definition

Crowd Funding is the practice of funding a project or venture by raising many small amounts of money from a large number of people, typically via the Internet. Internet sites such as GoFundMe.com and DonorsChoose.org are examples of crowdfunding platforms.

Advance Approvals

The individual seeking funds completes the Fundraising/Sales Activity Application Form in advance. The campus must obtain additional approvals for donation requests related to:

- a. Campus obtains e-mail approval for all technology related donation requests from the Technology Department
- b. Campus obtains e-mail approval for all facilities or grounds related donation requests from the Division of Operations.

Campus Responsibilities

The campus principal must review and approve the campaigns for appropriateness, ensures campaign meets goals and objectives as it relates to the campus improvement plan, and oversee the campaigns ensuring compliance with the following requirements:

- a. District, campus, and teacher name must be included on project website
- b. Set a project deadline of 45 days or less
- c. Ensure donors are aware of service fees that will be deducted from their on-line donation
- d. Ensure items meet district technology requirements
- e. Ensure items are tagged as an inventory item
- f. Ensure items \geq \$5,000 are tagged as a fixed asset
- g. Donations received and items purchased from donations for the campus must remain on that campus
- h. Ensure donations are safeguarded at time of delivery
- i. Satisfy other requirements by company: rewards to the donor, letters or photos showing project completion, pay shipping costs and sales tax, copyright requirements
- j. Upon completion of project, report to Financial Services donations received using the Fundraising Recap report (www.hayscisid.net/finance).

Unacceptable Actions

HAYS CISD employees shall follow the above procedures and requirements. The following list, while not comprehensive, are not allowed by staff when conducting this type of funding request:

- a. Withdrawal of funds to pay a business/individual directly, for reimbursement, etc.
- b. Transfer of donations from campus to campus.
- c. Donated items mailed to employee's home.
- d. Seeking funding for personal, charities, individuals, political, start-up businesses, or for supplemental compensation.
- e. Requesting temps, subs, or independent contractors set-up such site on-behalf of the employee to bypass for any of the above unacceptable actions

Disposal of Assets

Any assets acquired through fundraising activities must follow the district's established procedures for sale or disposal.