

## Licking Heights LSD Crowdfunding Request – Approval Form

The request must be made and approved **prior** to being posted on **DonorsChoose.org**.

**Failure to obtain prior approval may result in disciplinary actions.**

School: \_\_\_\_\_

Teacher or Group: \_\_\_\_\_

Items Requested: \_\_\_\_\_

\_\_\_\_\_

(Items requested must have a clearly defined, educational purpose. List of the items can be attached to the form)

Value of Items Requested: \_\_\_\_\_

Timeline of Project: \_\_\_\_\_

Items and cost not included with the Campaign: \_\_\_\_\_

\_\_\_\_\_

\* Attach to this application, prior to submission to the principal, additional information required as specified in the guidelines below.

**I certify that this fund-raising event will comply with all Board of Education and local school guidelines including policy 6605 and applicable State and Federal student privacy laws including the FERPA and IDEIA.**

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Signature

\_\_\_\_\_  
Date

### 6605 – CROWDFUNDING (policy)

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extracurricular activity.

“Crowdfunding“ is defined as the solicitation of resources from individuals and/or organizations to support identified activities or projects that enhance the educational program or a specific cause approved by the District. The solicitation is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with District policies and administrative guidelines and applicable State and Federal law, including FERPA and IDEIA.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become property of the District or school. Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate District policies.

**All crowdfunding activities are subject to AG 6605.**

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#### 6605 – CROWDFUNDING (administrative guidelines)

The following procedures must be complied with for all crowdfunding campaigns that are conducted or overseen by Board of Education employees for activities that relate to or are undertaken as a part of their job assignments. These procedures do not apply to crowdfunding campaigns that a staff member may pursue for non-District related activities, in which case the employee's affiliation with the District may not be referenced and District resources may not be used. Staff members are prohibited from using the District's or School's name or any identifying features unless the staff member fully complies with the procedures outlined below. District employees acting as private individuals shall not represent themselves as agents of the District.

These crowdfunding guidelines also apply to parents, District-affiliated organizations (e.g., PTA/PTO, Athletic/Band Booster Groups) and/or students who wish to raise funds for a specific classroom, school, or school activity through a crowdfunding campaign.

#### **Crowdfunding Platform Approval**

Staff members are only permitted to conduct crowdfunding campaigns using **DonorsChoose.org**.

#### **Applications & Pre-Approval of Content: Responsibilities of Staff**

Prior to beginning a campaign and making the initial posting of the project on an approved crowdfunding site, the staff member must submit to and obtain approval of an application by the Principal that includes the following information:

- A. A budget for the project that the campaign will be raising the funds or supplies and equipment for, and a description of how the project will be administered.
- B. A copy of any narratives that will be utilized in order to solicit the funds or as testimonials on the website along with any photos that the staff member wants to use on the crowdfunding site. **When describing the purpose of the crowdfunding project, staff members are prohibited from identifying specific students and/or their areas of disability or**

**need.** Additionally, postings should in no way state or imply that the funds and/or equipment/supplies received through the crowdfunding campaign are necessary in order for students to be appropriately served and educated. Any photos and any information contained in the narratives must protect student privacy and comply with FERPA.

- C. Postings that describe the purpose and rationale for conducting the crowdfunding campaign may not negatively reflect upon the District, its programs and services, its staff, or its students.
- D. All postings - including any photos and information contained in the narratives - must comply with applicable State and Federal student privacy laws, including the FERPA and IDEIA.
- E. **Postings may not include identifiable student images;** staff should limit pictures to empty classrooms, the staff member, and/or photos of students when the students are not identifiable (e.g., the back of their heads or hands).
- F. A copy of the biographical information or personal profile that will be utilized by the staff member on the crowdfunding site.
- G. Confirmation that the funds raised and/or the items purchased by the crowdfunding site will go directly from the crowdfunding site to the Principal of the school that will be benefitted by the funds/items.
- H. **Staff shall confirm that sought after technology resources align with the District's/school's technology plan and requirements.**
- I. If feasible, the staff member shall include in the posting a link to this Board policy/guideline. <http://go.boarddocs.com/oh/lhschools/Board.nsf/goto?open&id=AZRJUC4C1BA9>

The Principal will review the application along with the text that will be utilized in any crowdfunding materials to verify the proposed project and posting 1) will not create any legal liabilities, 2) complies with Board policy and guidelines, and 3) does not violate State and Federal laws and regulations. The Principal should pay particular attention to verify the posting does not infringe on student privacy rights and intellectual property laws.

If a Principal identifies an issue that may have legal implications, s/he is required to notify the Superintendent so that the District's legal counsel may be consulted prior to the Principal rendering a decision on the proposal or posting.

The Superintendent shall have final decision-making authority on granting permission for a crowdfunding proposal or posting.

Campaigns will be limited in duration, as set forth in the application.

The District is not responsible for the tax benefits and/or consequences of the donation. Under no circumstances will the District issue documentation to donors to the crowdfunding site concerning the tax implications of any donations to the site.

The staff member must keep the Principal informed of the status of the campaign as it progresses and at its conclusion.

Cash or equivalent payment to District personnel is prohibited. All fiscal transactions shall comply with appropriate District policies.

The staff member must submit a final report including all the items that the district received on the project to the Principal and Treasurer. Failure to produce a final report will jeopardize the employee's ability to engage in crowdfunding in the future.

A staff member who violates this policy/guideline is subject to disciplinary action.

**[NOTE: Districts should consult with their legal counsel to determine whether they are obligated to register and/or file annual reports with the Ohio Attorney General's Office to comply with the Charitable Solicitation Act based on staff members conducting crowdfunding campaigns on the District's behalf.]**

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