# Decatur City Schools
# Crowdfunding Procedures

1. DCS considers crowdfunding a fundraiser. Crowdfunding refers to the practice of raising money by asking individuals and/or groups to support a project or a cause when federal, state or local funding is down. Fundraisers will follow the school year and not the fiscal year. Fundraisers that are conducted during the summer months will count toward the next school year.

2. DCS Board Employees have no authority to request or accept donations/contributions without prior approval from the principal/administrator. A "Crowdfunding Fundraiser Authorization Form" must be completed prior to any fundraiser posted on a crowdfunding platform. All approved crowdfunding campaigns must comply with financial procedures for local school funds. All crowdfunding campaigns shall be in the name of the local school, not a DCS Board Employee.

3. When using platforms such as GoFundMe, DonorsChoose, AdoptaClassroom and Classwish, principals and administrators should have an understanding of the terms prior to the fundraiser. The term "All Or Nothing" (AON) means if the amount requested is not reached, the project does not get funded. The donor then has the option to pick another project to fund or give the current teacher a credit toward their next project. The term "Keep It All" (KIA) means that if any amount is reached, the school will get a check even if the goal is not reached.

4. Principals and administrators should inquire if there is an administrative fee, how long the funds are held by the crowdfunding platform, as well as whether funds are sent to the school or whether the site purchases and delivers goods/materials on the school's behalf.

5. Crowdfunding sites must be monitored throughout the campaign and must be taken down when the event is completed or the goal is reached.

6. Any funds raised must be under the control of the principal/administrator and be an integral part of the school's accounting system with the same constraints and requirements of other accounts of the school.

7. If the fundraiser includes hardware, software, or web-based subscription purchases, prior approval needs to be obtained from the Supervisor of Technology.

8. If the fundraiser includes land improvements, building improvements, repairs, renovations, or construction of buildings or facilities on school property prior approval must be submitted to the Superintendent and the Chief School Financial Officer.

9. If the fundraiser includes a reward program, all monetary as well as non-monetary items received are the property of DCS.

10. All non-monetary items obtained are the property of DCS and under the governance of the Decatur City Board of Education. All DCS inventory policies and procedures must be followed.

11. All monetary donations should be recorded by the school bookkeeper in the accounting system at each school. Please note, no school banking information should ever be shared with a third party without authorization by the Chief School Finance Officer. A check from the site organizer should be made payable to the local school, never to an individual.

12. When developing a project, be mindful as to what is being requested. The intent of the request should always be followed.

13. When posting pictures/videos/images of any student(s) or staff, all DCS policies and procedures must be followed.

14. A file is to be maintained at the school with all Fundraiser Authorization Forms, including crowdfunding requests. The information collected should also include: written detail of the campaign as well as what is posted on the platform website, any pictures/videos/images posted to the website, a copy of all agreements, a detailed listing of any administrative fees, and the Fundraiser Report of Activity.