

MEMORANDUM

DATE: DECEMBER 7, 2016

TO: ALL LOCAL SCHOOL ADMINISTRATORS / BOOKKEEPERS

FROM: KAREN O'BANNON, CSFO

SUBJECT: MADISON COUNTY SCHOOLS – DONATION ALTERNATIVES
THROUGH DONORS CHOOSE AND / OR GO FUND ME

Please note the following procedures for "crowd funding" alternatives (Donors Choose and Go Fund Me)

- All accounts, for whatever purpose, must be set up in the name of the local school with the principal as the contact and administrator for the account or project.
- The principal should pre-approve any project or request prior to it being posted under Donors Choose or Go Fund Me.
- The principal, bookkeeper, and sponsor or faculty member should understand the terms prior to the start of the project or request, and set a time frame as far as a projected date for when the event or request should be completed and taken off the site.
- All monetary donations should be made by check to the local school and recorded by the bookkeeper in the appropriate activity for its approved purpose. (No school banking information should ever be given out. Again, a check should be requested and mailed to the school in the name of the school, and the intent of the request needs to be followed).
- Non-monetary items (supplies, equipment, etc.) received are the property of the MCBOE and all inventory procedures apply. These are also considered donations.
- Technology equipment must follow the computer purchasing policies set by the Computer Services Department.
- When posting pictures/videos/images of any students or staff, all MCBOE policies and procedures must be followed.
- A file should be maintained at the local school with the written project details and approval as well as a final activity summary.

