



Crowdfunding Procedures and Request Form

Crowdfunding Procedures

Per Lansing School District Board of Education Policy #6605, the following procedures must be utilized to seek authorization for fundraisers utilizing crowdfunding:

1. Lansing School District considers crowdfunding as a fundraiser.
2. A staff person seeking authorization for a crowdfunding project must complete the attached request form and receive approval PRIOR to it being posted on a crowdfunding platform.
3. The principal/supervisor is to pre-approve a crowdfunding project request prior to sending to the Superintendent for approval. If a principal/supervisor is seeking authorization for a project, a completed request form may be sent directly to the Superintendent.
4. Principals/supervisors should understand the terms of the crowdfunding platform prior to approving the project. The two crowdfunding models are "All or Nothing" (AON) and "Keep-it-All" (KIA). AON (all or nothing) means that 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. KIA (keep it all) means that if ANY amount is reached, the school will get a check even if the goal is NOT reached.
5. When the event or request is completed, the staff member requesting approval for the project is responsible for taking down the project site.
6. If the request involves technology equipment, pre-approval must be obtained from the LSD Director of Technology.
7. All non-monetary items including supplies and equipment that are obtained become the property of Lansing School District and all inventory procedures apply.
8. All monetary donations should be recorded by the school's bookkeeper in the school funds accounting system at each school. Line items should be requested for a new account if this is a new project. Checks should be sent to the school in the name of the school, NOT to an individual person. NO SCHOOL BANKING INFORMATION SHOULD EVER BE GIVEN OUT.
9. If successfully funded, the intent of the request must be honored.



10. Regardless of outcome, a Crowdfunding Summary Report Form will be completed within 30 days of campaign ending and submitted to the Superintendent.
11. When posting pictures/videos/images of any students or staff, all Lansing School District policies and procedures must be followed. Some crowdfunding platforms require their own student permission forms.
12. For any crowdfunding request, the school is to maintain a file to include the fundraising approval form, written detail of the project(s), a copy of what is posted on the platform website, any photos/images posted with the project, and a copy of all related agreements and permission forms.
13. All crowdfunding projects requested through the auspices of the Lansing School District are strictly for use in classrooms and schools of the Lansing School District and shall be considered property of the Lansing School District, but may remain with the crowdfunding sponsor throughout their employment with the Lansing School District. Upon the crowdfunding sponsor's separation of employment from the Lansing School District, the project property will remain with the Lansing School District.



Crowdfunding Project Request Form

All Crowdfunding Projects must be pre-approved by the appropriate school principal/supervisor and follow all district procedures and guidelines. Please complete this form to request approval.

Name of Project Lead (staff member requesting project approval):

Name of Project:

Name of Crowdfunding Campaign (if different than project name):

Purpose/Goal of Campaign/Project:

Other Details of Crowdfunding Campaign/Project:

Crowdfunding Platform/Site Name:

Monetary Goal \$

Event Start Date: ____/____/____ Event End Date: ____/____/____ (45 days or less)

By signing below, I acknowledge I have read, understand, and will comply with the LSD Crowdfunding Guidelines and Policy. If my crowdfunding project is approved, the Crowdfunding Summary Report Form will be completed within 30 days of campaign ending and submitted to the Superintendent.

Signature of Project Lead

Date

Signature of Principal/Supervisor

Date

Signature of Technology Director (if related to technology equipment)

Date

Reviewed by

Date

Approved () Denied ()

Reason for Denial

Date

Signature of Superintendent (or Designee)

Date



Crowdfunding Project Summary Report

.....
All Crowdfunding Projects must have PRIOR approval from the appropriate school principal/supervisor and Superintendent. Please complete and submit this form within 30 days of concluding an approved crowdfunding project.
.....

Name of Project Lead:

Name of Project:

Name of Crowdfunding Campaign (if different than project name):

Purpose/Goal of Campaign/Project:

Crowdfunding Platform/Site Name

Event Start Date: ____/____/____ Event End Date: ____/____/____ (45 days or less)

Monetary Goal \$ Amount Raised Through Crowdfunding \$

Summary of Progress/Plans Relative to Project Purpose/Goal:

By signing below, I acknowledge I have read, understand, and have complied with the LSD Crowdfunding Guidelines and Policy. I have provided copies of the appropriate project documentation to my principal/supervisor.

Signature of Project Lead

Date

Signature of Principal/Supervisor

Date

Received by

Date