



# CROWDFUNDING REQUEST FORM

## BENTLEY COMMUNITY SCHOOL DISTRICT

This form must accompany the fundraiser request form and submitted to central office at least two weeks prior to fundraiser.

|                                |                                     |
|--------------------------------|-------------------------------------|
| BUILDING                       | ACTIVITY/ORGANIZATION REQUESTING    |
| ACCOUNT/BENEFICIARY OF FUNDS   | DATE SUBMITTED                      |
| SUBMITTED BY/RESPONSIBLE PARTY | DISTRICT-APPROVED CROWDFUNDING SITE |

**ATTACHMENTS:** The following items must be attached to this form in order to receive approval.

- ☐ Detailed budget for items or funds requested
- ☐ Narrative description to be used for campaign
- ☐ Biographical information or personal profile that will be utilized by the staff member on the crowdfunding site
- ☐ Description of any rewards, perks, or thank you gifts that will be provided to donors, including the cost and source
- ☐ Written confirmation that the funds raised and/or the items purchased by the crowdfunding site will go directly from the crowdfunding site to the principal (physical items)/business office (funds) that will be benefitted by the funds/items.

**I understand that the following guidelines apply to all crowdfunding activities:**

- Staff must use a district-approved crowdfunding site.
- Postings may not negatively reflect upon the district.
- Photos of students are not allowed without prior approval and parental permission. FERP and IDEIA laws apply.
- Any technology resources align with the district's requirements.
- Postings will contain a link to board policy and admin guideline 6605.
- Items requested are not supplemental and not required for a free appropriate public education.
- All materials, supplies, funds, etc. shall become the property of the district.
- Cash or similar payment to staff members is prohibited; information for receiving funds must be directed to the business office.
- A final report must be provided to the administration within two weeks of the expenditure of funds.

By signing this form, I acknowledge that I have read and understand the crowdfunding requirements as set out in Board Policy 6605 and AG 6605, including, but not limited to, the above listed guidelines.

**APPLICANT'S SIGNATURE**

**DATE**

Before a crowdfunding campaign can begin, the forms must be completed and approved **by the building principal and central office administration, along with the fundraiser request form.**

|                               |                                   |  |
|-------------------------------|-----------------------------------|--|
| PRINCIPAL/DIRECTOR APPROVAL   | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED *explain below |
| Principal/ Director Signature | DATE                              |  |
| Notes:                        |                                   |  |

|                                       |                                   |  |
|---------------------------------------|-----------------------------------|--|
| CENTRAL OFFICE ADMINISTRATOR APPROVAL | <input type="checkbox"/> APPROVED | <input type="checkbox"/> NOT APPROVED *explain below |
| Central Office Signature              | DATE                              |  |
| Notes:                                |                                   |  |

|                           |      |       |
|---------------------------|------|-------|
| CENTRAL OFFICE USE ONLY   | DATE | NOTES |
| Received Request          |      |       |
| Received Deposit of Funds |      |       |
| Received Final Report     |      |       |