

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(REGULATION)

Solicitations

Donations of record may include volunteer hours, materials, equipment, furniture, real property, crowdfunding and money.

Donations of record do not include discount coupons for outside of school activities, consumable supplies and services outside the school program.

All donations solicited on behalf of the District, including solicitations in the name of the District or a campus, or donations solicited using District or campus resources, become the sole property of the District.

Student Information

When soliciting donations on behalf of the District or in order to fulfill job duties, an employee may not include or make reference to the name, image, or other personally identifiable information of a student without written parental consent. [See FL]

Monetary Gifts

Monetary donations shall be deposited in a district account. The District will attempt to spend the funds in a manner consistent with the donor's wishes; however, the District has ultimate authority to determine the appropriate use of the donated funds and to spend in accordance with district guidelines.

Non-Monetary Gifts

Donations of tangible property shall become the sole property of the District for its use and disposed of in accordance with CI-Local. Donations of tangible property with a value of \$1,000 or more must be reported immediately to Fixed Assets to be entered into the District's fixed assets inventory system. The District shall assume no obligation to maintain or replace donated items that have been worn out, lost, or destroyed.

**Technology
Equipment**

An employee shall obtain approval from the Director of Technology before soliciting a donation of technology equipment to ensure minimum technology standards are met.

**Web-Based
Solicitations
(Crowdfunding)**

An employee may solicit web-based donations ("crowdfunding") of money or items on behalf of the District for use by the employee in fulfilling his or her duties within the scope of employment or for the District's use in accordance with law and the following procedures.

The District approved websites for crowdfunding are DonorsChoose.org and Amazon.com-Classroom Wish List. The District reserves the right to review the content of a web-based campaign created by an employee to ensure that the campaign goals and content are in line with the District's policies and educational program.

**Prior Approval
Required**

If web-based solicitation will include the name or images of the District, a District campus, or any student, the employee must obtain

OTHER REVENUES
GIFTS AND SOLICITATIONS

CDC
(REGULATION)

prior approval from the employee's supervisor by submitting a written request on a District form. The written request must include the exact language of the proposed online solicitation, as well as any associated graphics that the employee intends to use in the campaign. Unless granted prior approval, an employee will not include the name or images of the District, campuses, or any students in the solicitation. If a student name or image is used, all applicable privacy laws must be followed.

The employee's supervisor will review the proposed campaign to ensure that the campaign goals and content are compatible with the District's policies and educational program, which may include the goals and objectives of the District and/or campus improvement plan, and that the employee complies with District requirements.

*Employee
Responsibilities*

An employee who solicits web-based donations in the name of the District or a campus or on behalf of the District must comply with the following requirements:

- Use a District email address to establish the campaign account and provide the password and other log-in information for the relevant website(s) to the District to facilitate review and ensure that the District is able to communicate with potential donors in the event of a change in the employee's status;
- Obtain parental consent prior to use of a student's name, image, or likeness, if the employee has been granted permission by the District to use such information in the campaign;
- Obtain permissions for use of any material subject to copyright [See CY];
- Structure the crowdfunding activity so that any donated funds are deposited into a District account rather than the employee's personal account;
- Agree to use the donations as stated in the campaign;
- Limit solicitations to educational purposes only rather than seeking donations that personally or directly benefit students or employees;
- Set clear beginning and ending dates for the campaign within the same school year;
- Return any donations to the donors if for any reason a campaign cannot be concluded (such as when the campaign is

not fully funded within the time period required by the website);

- In regard to donated items:
 - Deliver items to the campus principal or appropriate administrator at the location where the items will be used;
 - Ensure that items are consistent with the District's educational program, the District-approved curriculum, and Board policy;
 - Obtain approval from the director of technology or designee prior to any solicitation for technology equipment;
 - Report items with a per-unit cost of more than \$1,000, so that they may be tagged as fixed assets in accordance with District inventory and accounting procedures; and
 - Ensure items are safeguarded at time of delivery;
- Use District-approved websites to solicit donations and promote the campaign;
- Ensure donors are notified of any service fees to be deducted from their online donations;
- Satisfy other requirements of websites used in the campaign; and
- Upon completion of the campaign, report donations received to the District's accounting department at donations@sfdrcisd.org.