

# CROWDFUNDING SOLICITATION PROJECT APPROVAL FORM

**PROJECT IS TO BE POSTED WITH:**

- DonorsChoose.org  
 Partners in Education



**SITE:** \_\_\_\_\_  
**DATE OF APPLICATION:** \_\_\_\_\_

Crowdfunding solicitations (collaborative funding via the Internet) by any employee outside of any sanctioned organization must follow the guidelines established by the Board of Education. In particular, these crowdfunding applications must be approved by the appropriate administrator(s) before submission, and be accepted by the Board once awarded by the funding source.

Funds raised via crowdfunding solicitations must be deposited into a school activity fund. All items purchased or donated through crowdfunding sources (such as DonorsChoose or Partners in Education) become the property of Union Public Schools and must be submitted to the Board of Education for approval and acceptance. See Board Policy #3150 - Asset Management.

**COMPLETE ALL NON-SHADED AREAS:**

Teacher Name \_\_\_\_\_ Grade \_\_\_\_\_

Targeted Date to Post Project \_\_\_\_\_

Name of Proposed Project \_\_\_\_\_

TYPE OF REQUEST:	PROPOSED VALUE	ACTUAL VALUE
<input type="checkbox"/> Goods/Services	_____	_____
<input type="checkbox"/> Volunteers	_____	_____
<input type="checkbox"/> Field Trip	_____	_____

**Briefly describe the proposed project and its intended use:**  
 \_\_\_\_\_  
 \_\_\_\_\_

Will this project be used to purchase *curriculum or curriculum-related materials*?  No  Yes  
 If yes, briefly describe the materials to be purchased. \_\_\_\_\_  
*(If 'yes', needs Executive Director approval)*

Will this project be used to purchase *technology hardware*?  No  Yes  
 If yes, what device(s) will be purchased? \_\_\_\_\_  
*(If 'yes', needs Exec. Dir of Technology approval)*

Will this project be used to purchase *technology software*?  No  Yes  
 If yes, what software and platform (PC or MAC)? \_\_\_\_\_  
*(If 'yes', needs Dir of Instructional Tech approval)*

Will this project be used to purchase *furniture, equipment, or to upgrade facilities*?  No  Yes  
 If yes, briefly describe the furniture, equipment, or facility upgrade: \_\_\_\_\_  
*(If 'yes', needs Dir of Purchasing AND Asst Supt for Support Services approvals)*

APPROVALS	
Building Principal	Date
Executive Director, Elem. or Sec.	Date
CFO	Date

Accounting Use Only	
Accounting Director	Date
Returned to Site for Posting	Date

**Once all approvals have been received, teacher shall be notified by the Accounting Department that the proposal may be submitted to the crowdfunding source.**

**After project has been fully funded and donated item(s) received:**  
 Return a complete copy of this form with necessary attachments to the Accounting Department:  
 \*Copy of award notification \*Copy of packing slip (if applicable)  
 \*Date goods/ materials received \_\_\_\_\_  
 Upon receipt of all of the above items, the Accounting Department shall submit a letter to the Board of Education requesting acceptance of the donated goods per Board Policy #3150.

Questions shall be directed to 918-357-6248.

Revised 7/26/17

**Teacher is responsible for contacting the Fixed Asset Dept. to arrange for asset tagging, if applicable.**