

DFGA-R - THE EPPING SCHOOL DISTRICT CROWDFUNDING REQUEST PROCEDURES

Crowdfunding Request and Approval Procedures.

1. **Crowdfunding Requests.** Any request for approval of a crowdfunding campaign shall be in writing and shall include the following information:
 - a. the employee's name, job title, school, and email address;
 - b. the crowdfunding website to be used;
 - c. the nature and quantity or amount of donations being requested;
 - d. the classroom, program, or activity to be benefitted and the educational purpose to be served;
 - e. the exact language that will be used in the crowdfunding campaign, as well as any graphics that will be included;
 - f. the start and end dates of the crowdfunding campaign; and
 - g. a statement of recognition by the requester that any proceeds of the campaign are school property.
2. **Approval Process.** Notwithstanding anything to the contrary in Epping School Board policy KCD, Gifts and Bequests, the terms of this section control the approval of proposed online crowdfunding campaigns.
 - a. **Review by the Superintendent.** The Superintendent or designee shall review referred approval request forms and seek additional information about proposed campaigns as appropriate. The Superintendent or designee has authority to approve proposed campaigns seeking a dollar value up to \$2,500. Regardless of the amount sought to be donated, the Superintendent or designee may deny a referred campaign because the campaign is not in compliance with the requirements of this policy or because, in the judgment of the Superintendent or designee, the proposed campaign would produce unacceptable inequity in the educational environment.

Consistent with Epping School Board policy KCD, if a proposed campaign seeks a dollar value in excess of \$2,500, and the Superintendent or designee believes that the proposed campaign is in compliance with the requirements of this policy and should be accepted, the Superintendent or designee shall refer the proposed campaign to the Epping School Board.
 - b. **Review by the Board.** Subject to the requirements of Epping School Board policy KCD, the Epping School Board may approve a campaign that seeks a dollar value in excess \$2,500, although pursuant to RSA 198:20-b, unanticipated funds of \$20,000 or more also require a public hearing before acceptance. After considering the Superintendent's or designee's recommendation, the Epping School Board will decide whether to approve or deny the proposed campaign.
3. **Criteria of Approval of Crowdfunding Requests.** Crowdfunding requests will not be approved unless the proposed campaign:

- a. meets all requirements of applicable Epping School Board policies and administrative regulations, and is consistent with the requirements of Title IX, FERPA, the IDEA, and any other applicable state or federal laws or regulations;
- b. uses a crowdfunding site that has been approved by the Superintendent pursuant to Section C.2, above;
- c. is consistent with the Epping School District's approved curriculum;
- d. does not create significant disparities or inequities among similarly situated students;
- e. does not solicit funds for items or projects that are religious or political in nature or that have a religious or political purpose;
- f. seeks donations that are compatible with the Epping School District's Data and Privacy Governance Plan, as confirmed by the Epping School District's Director of Technology or designee.
- g. has a specific, pre-determined beginning and ending date;
- h. does not disparage the Epping School District or any of its buildings, programs, representatives, employees, or students;
- i. does not include pictures or the identifying or confidential information of any Epping School District student, unless specifically approved by the student's parent or guardian in writing and attached to the approval request form;
- j. furthers the educational mission of the school and is not used for the unrelated personal gain of any individual;
- k. does not result in donations being delivered directly to the requester;
- l. is not contingent on the Epping School District matching funds or making any expenditure;
- m. does not request food or beverage items inconsistent with the Epping School District Wellness Policy JLCF;
- n. does not suggest or state that the donation sought is required for or integral to a student's special education program, a student's ability to achieve his or her IEP goals, or the participation of students with disabilities in any school program.

Any crowdfunding campaign that does not fully comply with the requirements of policy DFGA is prohibited. It is the responsibility of the employee implementing an approved crowdfunding campaign to ensure that all applicable policies, regulations, and laws, including the requirements of the crowdfunding site, are followed.

The Epping School Board reserves the right to terminate any approved crowdfunding campaign or refuse any donation for any reason and at any time.

4. **Receipt and Allocation of Donations**

All monetary donations will be made payable to and deposited into an account designated by the SAU business office. All in-kind donations must be inventoried in accordance with Epping School Board policy and Epping School District procedures.

All donations, regardless of their form, obtained through crowdfunding on behalf of the Epping School District are school property. As a general matter, the employee who completed an approved crowdfunding campaign should be given preference in the use of the donations obtained. Employees shall only use donations from a crowdfunding campaign for the approved purpose stated in the campaign. The Board reserves the right to transfer donations to a different use at the Epping School Board's sole discretion.

5. **Record Keeping**

After donations obtained through an approved crowdfunding campaign have been utilized, the employee must file a written report with the Superintendent detailing how the donations were used and how students benefited. Such records will be forwarded to the Epping School District's business office.

Approved: December 21, 2023

DFGA-R FORM

EPPING SCHOOL DISTRICT CROWDFUNDING REQUEST FORM

Employee's name and email address_____

Job title and school location_____

Approved crowdfunding website to be used_____

Nature and quantity or amount of donations being requested_____

Classroom, program, or activity to be benefitted and the educational purpose to be served_____

Exact language that will be used in the crowdfunding campaign, as well as any graphics that will be included_____

The start and end dates of the crowdfunding campaign_____

A statement of recognition by the requester that any proceeds of the campaign are school property_____

Employee Signature_____

Date_____

Superintendent Signature_____

Approval Date_____

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