**Trout Creek School District**

**FINANCIAL MANAGEMENT** 7225

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Crowdfunding Proposals

**[OPTION 1]** \_\_\_\_\_\_\_\_\_\_\_ School District professional may submit a proposal to benefit the \_\_\_\_\_\_\_\_\_\_\_\_District Schools by raising funds or acquiring materials via a crowdfunding platform that has been approved by the Superintendent of the \_\_\_\_\_\_\_\_\_\_\_ District Schools. The individual proposal shall first be submitted to the **[building principal] [school administrator]** for approval. Once approved by the **[building principal] [school administrator]**, the Superintendent or her/his designee will then review the proposal. A decision on the application will be made within \_\_\_\_\_ **[business] [school]** days. A list of approved crowdfunding platforms will be maintained by the Superintendent; in addition, the Superintendent will post, on the school district Website, the appropriate form through which a \_\_\_\_\_\_\_\_\_\_\_ 12 District School professional may seek approval for a proposal.

If the proposal is denied by the Superintendent or her/his designee, s/he will communicate, on the above referenced form, the reason for denial. Reasons for denial may include:

* The proposal requests the purchase or use of technology that is not compatible with the \_\_\_\_\_\_\_\_\_\_\_ District school’s current or future plans for the purchase and/or use of technology.
* The proposal requests the purchase and/or use of technology not supported by the \_\_\_\_\_\_\_\_\_\_ Network Administrator.
* The proposal requests the purchase of curriculum materials and supplies that are not standards based.
* The proposal requests materials that could be substituted by similar materials that are already supplied by the district or will be supplied by the district.
* The proposal seeks to start a program that would require the continued use of materials or funding beyond what is obtained through the proposal.
* The proposal will result in demands on staff not involved in the proposal.
* The proposal is in conflict with or takes away from adequate instructional time and/or established foci of the District Improvement Plan or the School Improvement Plans.
* The proposal requests athletic equipment or donations not consistent with or in direct conflict with the athletic programs of the \_\_\_\_\_\_\_\_\_\_\_ School District.
* The proposal is in conflict with current and/or planned curriculum and instruction initiatives, School policy, one or more of the \_\_\_\_\_\_\_\_\_ Collective Bargaining Agreements, regulations of the Office of Public Instruction and/or Montana General Laws.

**[OPTION 2]** All crowd funding requests and receivables are governed and supervised by board policy. Crowd funding endeavors are generally viewed as beneficial when coordinated with district goals, initiatives, and existing plans. Proposals, products, and resources generated through crowd funding must receive prior approval from the Superintendent or designee. Approvals for proposals or gifted resources may be denied based upon but not limited to: technology, curricular, and/or activities incompatibility; long term sustainability concerns regarding materials, service, and/or staffing; conflicts with district initiatives, state or federal law.

If a proposal is successfully funded:

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* The author(s) shall immediately notify the **[building principal] [Superintendent] [district office]**.
* A check should be requested to be mailed to the school in the name of the school, not to an individual person.
* All gifts, grants, bequests and contributions must be officially accepted in accordance Policy 7260 (Endowments, Gifts, and Investments).
* All non-monetary items (supplies, equipment, etc.) obtained are the property of the \_\_\_\_\_\_\_\_\_\_\_ School District and all inventory procedures apply, and, if applicable, will remain in the school where the author(s) was (were) located at time of the grant award.
* All monetary donations should be recorded by the **[business manager/clerk]** in the Schools Funds accounting system at each school.

A file is to be maintained at the school for any crowd funding request. This file should include: the principal’s/administrator’s fundraising approval form, the written detail of the projects as well as what is posted on the platform website, any photos or images posted with the project and a copy of all agreements and permission forms.

Only district related/approved groups are permitted to operate under this policy and that non-District groups may not use the District’s name, network or infrastructure to conduct online fundraising.

As public employees, staff members are subject to Montana public employees ethics laws. Staff members may not solicit or accept material, cash, or equipment intended for personal use from individuals or through a crowd source effort that could be considered a gift of substantial value or that otherwise violates the ethics statutes.

Cross Reference: 7260 Endowments, Gifts, and Investments

Legal Reference: §20-6-601, MCA Power to accept gifts

§20-6-604, MCA Sale of property when resolution passed after hearing – appeal procedure

§2-2-102(3), MCA Definitions

§2-2-104, MCA Rules of conduct for public officers, legislators, and public employees

Policy History:

Adopted on:

Reviewed on:

Revised on: