

HOWLAND LOCAL SCHOOLS CROWDFUNDING GUIDELINES

1. All crowdfunding campaigns must be reviewed by and receive prior approval from the Building Administrator, Superintendent and Treasurer.
2. Employees will only be permitted to use **DonorsChoose.org** for their crowdfunding. No other crowdfunding websites will be permitted.
3. Please complete the DonorsChoose.org Request Form and submit to your building principal for approval. You will be contacted when you are approved.
4. Two (2) Crowdfunding initiatives allowed per building at one time.
5. In order for a crowdfunding campaign to be approved, the campaign must:
 - a. Be conducted in compliance with all State and Federal laws, as well as relevant District policies and procedures, including those governing the confidentiality of student information. No information that could personally identify a student, including student names or images, may be used without the prior written consent of parents or adult students. The Superintendent and/or Building Administrator must review all images and text used as part of the campaign.
 - b. Be compatible with the District's educational philosophy, needs, technical infrastructure, and core values. The organizer must submit in writing to the Building Administrator and/or Treasurer a statement identifying the purpose(s) for raising the money. All online fundraisers must be conducted in accordance with District policies and procedures.
 - c. Be in the name of the School and District with all donations being sent or contributed directly to the School and District. Staff are prohibited from establishing campaigns that are directly sent or contributed to a staff member in lieu of the District or school.
 - d. Be reviewed to determine whether the crowdfunding site obligates the District to assume any responsibility to file required reports of charitable activities.
6. Upon approval of your initiative, you will receive an email from your Building Administrator to proceed. Upon approval of your initiative, teachers should notify parents/families of the initiative and how they can participate/donate.
7. When projects are funded, DonorsChoose.org purchases the materials you request, sends them directly to your classroom via the District's warehouse and notifies the Building Administrator and Treasurer. You will need to specifically designate the following address for the delivery of goods:

Howland Local Schools
Attn: Your Name, Your Building
8200 South Street SE
Warren, Ohio 44484
8. Please print the email from DonorsChoose.org indicating that your project was funded. Submit the printed copy to your building principal.
9. Funded materials become school property, not "gifts" to teachers. Donation forms must be completed and submitted to the Treasurer upon receiving your donated supplies or equipment.
10. Once you are approved you can click on the following link to get started: donorschoose.org/teachertools
11. A completed packet with signed request form, itemized list of items requested, email from DonorsChoose.org and completed donation form must be submitted to the Central Office upon completion of the project.

Request to Use DonorsChoose.org

Form must be completed and submitted to building administrator and central office for approval.
Checklist on back of form.

Date of Request _____

Teacher Name _____

Building _____ Grade/Subject _____

Description of Request

How will items be used in your classroom?

Total Cost of Project _____

Teacher Signature _____ Date _____

Building Principal Approval _____ Date _____

Superintendent Approval _____ Date _____

Treasurer Approval _____ Date _____

Check List

_____ Request Form

_____ Itemized list of items requested

_____ Email from DonorsChoose.org completing project

_____ Donation Form completed

<p style="text-align: center;">HOWLAND LOCAL SCHOOLS REQUEST FOR ACCEPTANCE OF DONORSCHOOSE.ORG DONATION</p>
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Building _____ Date _____

Teacher Accepting Donation _____

Name of Person/Organization Making Donation: **DonorsChoose.org**

Value of Donation/Project Funded _____

Brief Description of Project Items _____

APPROVED BY:

Building Principal _____

Superintendent _____

Date of Approval by Board of Education _____

Treasurer's Signature _____

*Please note that the donation is **not** accepted until
it is approved by the Board of Education*