

**Crowdfunding Request – Approval Form**

**The request must be made and approved prior to being posted on any crowdfunding platform. Failure to obtain prior approval may result in disciplinary actions.**

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

School: \_\_\_\_\_

Email address: \_\_\_\_\_

Approved Platforms:      DonorsChoose.org      AdoptAClassroom.org      TitleWish.com  
   PledgeCent.com      LivingTree.com      GoFundMe.com  
   99pledges.com      Amazon Wishlist      Other \_\_\_\_\_

**All cash donations should go through the BCS Foundation. Contact Christy Cheek: [crystal.cheek@bcsemail.org](mailto:crystal.cheek@bcsemail.org)**

Items Requested: \_\_\_\_\_

(Items requested must have a clearly defined, educational purpose.)

Quantity or Approximate Value of Items Requested: \_\_\_\_\_

(Up to \$20,000 Principal Approval, \$20,001 - \$49,999 Superintendent, \$50,000+ BOE)

Class, program or activity benefited: \_\_\_\_\_

Educational Purpose to be Served: \_\_\_\_\_

Projected Start and End Dates: \_\_\_\_\_

Items and cost not included with the Campaign: \_\_\_\_\_

**I certify compliance with all district policies and procedures including but not limited to:**

1. The Campaign must be setup in the name of the School, and donations shipped to the school
2. All items obtained are the property of BCS and inventory procedures apply.
3. All Crowdfunding request approved forms are to be sent to Pam Rowe - Internal Auditor at [pamela.rowe@bcsemail.org](mailto:pamela.rowe@bcsemail.org)
4. All items obtained must meet BCS Technology and Curriculum standards.
5. A list of all items donated shall be provided to the school's Fixed Asset Specialist (usually media coordinator). The Fixed Asset Specialist will coordinate with Jason Monstrola (BCS Fixed Asset Inventory Coordinator) if items are subject to fixed asset tagging.
6. All monetary donations shall be payable to and deposited in the associated school account or to the BCS Foundation.
7. A mock up or draft including any BCS graphics is attached to this form

\_\_\_\_\_      Check for electronic signature      \_\_\_\_\_  
Teacher/Sponsor Signature      Date

The electronic signature and related fields are treated by BCS like a physical handwritten signature on a paper form.

**By approval, I agree my school will be responsible for any campaign associated cost.**

Approved	<input type="checkbox"/>
Denied	<input type="checkbox"/>

 \_\_\_\_\_       Check for electronic signature      \_\_\_\_\_  
Principal/Superintendent/Chair      Date

Bookkeeper Notified	<input type="checkbox"/>
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