



# School District 622

NORTH ST. PAUL | MAPLEWOOD | OAKDALE

*Ready for tomorrow*

## CROWDFUNDING PROCEDURES

- Applicants must fill out the [Intent to Apply form](#).
- Completed forms must be approved by the applicant's Principal or Site Administrator before being submitted to the Superintendent's Cabinet for final review prior to going live on any crowdfunding website.
- Any requests for technology must also be pre-approved by the Building Technician.
- Proposals must support the purchase of curriculum materials and supplies that are standards-based.
- Proposals must fall under one of these approved sites:
  - ✓ DonorsChoose (<https://www.donorschoose.org/>)
  - ✓ Adopt-A-Classroom (<http://www.adoptaclassroom.org/>)
  - ✓ PledgeCents (<https://www.pledgecents.com/>)
  - ✓ ClassWish (<http://www.classwish.org/>)
  - ✓ TeacherLists (<https://www.teacherlists.com/>)
  - ✓ GoFundMe (<https://www.gofundme.com/>)
  - ✓ Scholastic (<http://www.scholastic.com/home/>)
  - ✓ Snap! Raise (<https://www.snap-raise.com/>)
  - ✓ eTeamSponsor (<https://www.eteamsponsor.com/>)

If you have a crowdfunding site you would like to use that is not on this list, please contact Kim Cavallaro ([kcavallaro@isd622.org](mailto:kcavallaro@isd622.org)). Requests will be added as an agenda item at the next available Cabinet meeting.

**Remember: Some crowdfunding websites charge to withhold a percentage of donations, so please be aware of that.** District 622 is NOT a 501c(3) non-profit, so not all sites may be a fit.

- Proposals must not request materials that could be substituted by similar materials that are already supplied by District 622 or will be supplied by District 622.
- The proposal does not seek to start a program that would require the continued use of materials or funding beyond what is obtained through the proposal.
- The proposal will not result in demands on staff not involved in the proposal.
- The proposal will not conflict with or take away from adequate instructional time and/or established focus set forth by the building leader and district.
- The proposal will not request athletic equipment in conflict with the athletic programs of District 622.
- The proposal will not conflict with the current and/or planned curriculum and instruction activities set forth by District 622.



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- The proposal will not cast negative light on the district or any of its employees.
- Under the Family Educational Rights and Privacy Act (FERPA), the publication of student images (or names) is not authorized except as to specified permitted categories of “directory information,” and even then for specific purposes. Even if directory information is used properly, parents have a right to opt their children out. ONLY PHOTOS OF UNIDENTIFIABLE CHILDREN (ex., the backs of heads) may be used on your crowdfunding application page.
- Administrators shall verify that statements regarding special education programs are consistent with Free Appropriate Public Education (FAPE), Individuals with Disabilities Act (IDEA), and Health Insurance Portability and Accountability Act (HIPAA).
- Refer to the template below for an acceptable proposal.
- Any received donations must pass through the school board for final approval.
- Payments received must go to District 622, not the teacher applying for funds. The Business Office will set up an account for the recipient to access the funds.
- Donations become property of District 622 and must conform to policies and standards of the district.
- If a proposal is successfully funded, the applicant shall immediately notify your Principal or Site Administrator.
- District 622 will not fund the remainder of projects receiving partial funding from donors.
- Once an application is approved by Cabinet, the requester should include the verbiage “*This application has been approved by School District 622*” on the live crowdfunding webpage.
- Verbiage will be screened once it has gone live. Edits may need to be made.