



## **Crowdfunding Procedures and Requirements**

The following guidelines relate to BISD campuses and the utilization of a crowdfunding service to obtain resources. Fundraising campaigns must support **INSTRUCTIONAL-BASED CAMPUS-WIDE** initiatives.

### **Approved Crowdfunding Company**

*At this time, **DonorsChoose** is the only approved company that can be utilized by BISD campuses.*

### **Advance Approvals**

For solicited gifts, such as online fundraising campaigns or platforms, an employee must receive approval before using the name or image of the district, a campus, or any student, and must comply with any district administrative regulations. The following approvals must be received and approved two weeks in advance before any communication with the crowdfunding company or advertisement of the fundraising campaign.

1. Campus obtains written approval from the appropriate Director or contact for all technology, curriculum, instructional, or other classroom/education related donation requests not on the preapproved list.
2. Campus obtains written approval from Financial Services using the completed *DonorsChoose Crowdfunding Application*.

### **Campus Responsibilities**

Principal reviews and approves the campaign for appropriateness, ensures campaign meets goals and objectives as it relates to the campus improvement plan, and oversees the campaign, ensuring compliance with the following requirements:

1. District, campus, and teacher name must be included on project website.
2. Set a project deadline of 45 days or less.
3. Ensure donors are aware of any service fees that will be deducted from their online donation (per website policies).
4. Ensure items meet district technology, curriculum, or other relevant department requirements. (See [Instructional Resources Rubric](#))
5. Ensure items are tagged and inventoried per district procedures and guidelines.
6. Donations received and items purchased from donations for the campus must remain on that campus unless explicit approval has been requested and granted by the required parties.
7. Ensure donations are safeguarded at time of delivery.
8. Satisfy other requirements by crowdfunding source: rewards to the donor, letters or photos showing project completion, pay shipping costs and sales tax, copyright requirements.
9. Upon completion of project, report to Financial Services donations received using the Crowdfunding Summary Report. This form must be completed *even if the project was not funded*.

### **Unacceptable Actions**

1. Withdrawal of funds into personal banking accounts
2. Transfer of donations from campus to campus without approval of both campus principals and other relevant department leaders (Example: Technology)
3. Donated items mailed to employee homes
4. Seeking funding for personal use, charities, individuals, political, start-up businesses



## **Crowdfunding Guidelines**

DonorsChoose requests will be reviewed by campus principal to ensure alignment with campus and district goals. If there are no available funds at the campus, PTA, or district level, the principal may grant the use of DonorsChoose.org as a means to acquire the items. All approved project requests must be listed under the requesting campus's DonorsChoose site and must include the Bastrop ISD locator tag to allow for monitoring.

**Ownership.** Regardless of the source of funding for the purchase of technology, instructional resources, or other departmental resources, all items purchased or obtained by Bastrop ISD through departmental/campus budgets from grants, donations, or other District-related activities, such as Teacher Wish Lists, Donor Pages, or DonorsChoose, are the property of Bastrop ISD and may not be appropriated for personal use or kept after separation of employment.

**Campus Technology Assignment.** Technology purchased or obtained through means of grants, donations, sponsorships, gifts, etc., belong to the originating District campus listed in the grant, donor page, gift announcement, etc. Exceptions to this policy can be made when the grant, donation, gift, etc. was made to the District as a whole. A request to reassign technology to another campus may be permitted if approved by the current assigned campus principal, the requested assignment campus principal, and the Technology Department leaders.

**Separation from Bastrop ISD.** Upon termination of employment, all District technologies and instructional or departmental resources in the terminating employee's possession, regardless of how those items were obtained, must be physically returned to the campus principal or designated contact determined by campus principal. Campuses are responsible for ensuring any office technologies or instructional/department resources assigned to an individual for use in their work area (desktops, printers, laboratory equipment, etc.) remain in the office for reallocation when a person leaves the District. Technology may not be removed and reassigned to other personnel without IT Services' approval.

**Documentation.** Bastrop ISD requires that all crowdfunding requests be submitted with acknowledgement by the campus/district writer of intentions to submit a crowdfunding project by completing a *Crowdfunding Application* and to document outcome of projects, whether fully funded or not, by completing a *Crowdfunding Summary Report* and submitting completed forms to Financial Services.



## DonorsChoose Crowdfunding Application

All crowdfunding projects must be approved by your Principal and follow all district procedures and guidelines. Please complete this form to request approval.

Today's Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Campus: \_\_\_\_\_

### **Crowdfunding Detail**

Campaign Name: \_\_\_\_\_ Monetary Goal: \_\_\_\_\_

Event Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Event End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (45 days or less)

Crowdfunding Campaign Category (circle all that apply):

*Technology/Digital Learning*      *Curriculum & Instruction (Subject: \_\_\_\_\_)*      *English*

*Language Learners*      *Special Programs*      *Athletics/PE*      *Professional Development*

Purpose and goal of the campaign: \_\_\_\_\_

Requested items (NOTE: To be approved, you must attach and highlight items from district pre-approved list AND/OR written approval from appropriate contact for items not on the pre-approved list):

*By signing below, I acknowledge I will comply with the Bastrop ISD DonorsChoose Procedures and Guidelines, which I have read and understand. If project is funded, the Crowdfunding Summary Report Form will be completed within three weeks of campaign ending and turned into Financial Services.*

Applicant Signature

Date

Approved

Denied

Principal's Signature

Date

Copy Submitted to & on:

Applicant: \_\_\_\_/\_\_\_\_/\_\_\_\_

Financial Services: \_\_\_\_/\_\_\_\_/\_\_\_\_



## DonorsChoose Crowdfunding Summary Form

This completed form is due to Financial Services within three weeks of the ending date of your crowdfunding campaign, and a copy of the approved Crowdfunding Application must be attached. All necessary paperwork must also be attached, including evidence of satisfaction of DonorsChoose Thank You Package obligations.

Today's Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Campus: \_\_\_\_\_

Campaign Name: \_\_\_\_\_

Date Project Posted: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Project Funded: \_\_\_\_/\_\_\_\_/\_\_\_\_

Crowdfunding Campaign Category (circle all that apply):

*Technology/Digital Learning*      *Curriculum & Instruction (Subject: \_\_\_\_\_)*

*English Language Learners*      *Special Programs*      *Athletics/PE*      *Professional Development*

Items Funded: \_\_\_\_\_

*By signing below, I acknowledge that my campaign has ended on DonorsChoose. If my project was fully funded by DonorsChoose, I acknowledge that all resources have been received. I understand that these resources are the property of Bastrop ISD and that they are assigned to the campus for which I applied for them. I have completed my obligations to DonorsChoose for funded projects, and have attached evidence to this summary report.*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

I confirm that all resources from this funded project have been received and inventoried per Bastrop ISD procedures and guidelines. I further confirm that the applicant has completed their obligations to DonorsChoose for funded projects.

\_\_\_\_\_  
*Principal's Signature*

\_\_\_\_\_  
*Date*

*Copy Submitted to & on:*

Applicant: \_\_\_\_/\_\_\_\_/\_\_\_\_

Financial Services: \_\_\_\_/\_\_\_\_/\_\_\_\_

## How to Apply for a DonorsChoose Project:

1. Read through the following DonorsChoose policies to make sure you understand, qualify, and abide by their policies:
  - a. [Teacher Eligibility](#) (Am I eligible to submit a project?)
  - b. [Project Eligibility](#) (Is my project eligible?)
  - c. [DonorsChoose Materials Ownership Policy](#) (Who “owns” the materials funded?)
  - d. [Thank You Package Policy](#) (If funded, what are my responsibilities?)
2. Read through the [Bastrop ISD Crowdfunding Procedures, Requirements, and Guidelines](#).
3. Fill out the DonorsChoose Crowdfunding Application in its entirety:
  - a. Be sure to attach and highlight items from district pre-approved list AND/OR written approval from the appropriate contact if what you are requesting is not on a district pre-approved list. Your application will not be approved otherwise.
4. Turn in the application to your campus principal for approval. Once you receive your signed and approved copy from the principal, you may post your project.
5. When posting your project, it is imperative that:
  - a. The district, campus, and teacher name must be included on project website.
  - b. Your project deadline must be 45 days or less from posting, per district requirements.
  - c. You ensure that donors are aware of any service fees that will be deducted from their online donation, if applicable.
  - d. You do not use names, pictures, demographic data, or other non-FERPA-compliant information about your class(es) or students.
6. Once project is posted, market it! At the end date of your project, if it was not successfully funded, complete and submit to your campus principal the DonorsChoose Crowdfunding Summary Form (you will just indicate under “Items Funded” that no items were funded). If your project was successfully funded, complete the Thank You Package required by DonorsChoose, and submit evidence of that along with your completed DonorsChoose summary report to your campus principal. **Summary forms must be submitted to principal within THREE WEEKS of the ending date of your crowdfunding campaign.**

## How to Manage My Campus Teachers' DonorsChoose Projects

### When You Receive a DonorsChoose Application

1. Make sure there are no available funds at the campus, PTA, or district level to support the request. If there are no available funds, continue to #2.
2. Be sure you are compliant with DonorsChoose and Bastrop ISD policies and procedures. It is imperative that you do the following:
  - a. Ensure the application is completed in its entirety.
  - b. Check that the requested item(s) are on the district pre-approved list AND/OR that the applicant has received written approval for items not on the district pre-approved list from the appropriate district contact. This information should be attached to their application; if it's not, you should deny the application.
3. If the application is approved, indicate as such on the DonorsChoose application form, sign it, and send copies both to the applicant as well as to Financial Services. Copies should include the documentation of items being on the district pre-approved list AND/OR written approval for items not on pre-approved list.
4. After applicant receives your approval, they will post their project on the website. Ensure that:
  - a. The district, campus, and teacher name is included in their project.
  - b. The project deadline is 45 days or less from the posting date.

### When a DonorsChoose Project Has Ended (Successfully Funded or Not)

1. Ensure any items delivered to your campus are safeguarded at time of delivery, and are tagged and inventoried per district procedures and guidelines.
2. Ensure that successfully funded applicants satisfy the Thank You Package or other requirements by DonorsChoose within three weeks after the project end date. This usually includes photos of the applicant and their students using the funded materials, an impact letter from the applicant to the donors describing the impact this funded project has made to their classroom, and thank you letters from the students.
3. Ensure that Crowdfunding Summary Form is completed by applicant, whether or not it was successfully funded, including attached evidence of completion of obligations to DonorsChoose (photos, impact letter, thank you notes, etc.) if applicable. Once submitted to you, please sign and submit copies to the applicant and Financial Services. Again, this should be done ***within THREE WEEKS of the ending date of the crowdfunding campaign.***

## **Pre-Approved Resources**

*Note: This is a work in progress! If your item(s) are not listed, just email the contact and get email confirmation for your requested DonorsChoose project items.*

[Technology/Digital Learning List](#)

[Curriculum Resources](#)

[Special Programs Resources](#)

[ELL Resources](#)

[CTE Resources](#)

[Fine Arts Resources](#)

[Physical Education/Athletics Resources](#)

# Technology/Digital Learning List

Contact: Emily Bain ([ebain@bisdtx.org](mailto:ebain@bisdtx.org)) or put in a [Helpdesk Ticket](#)

## Student Laptops:

- Dell Latitude 3380 w/Accidental 4-Year Warranty
- Acer Chromebook 15" w/Google Management License & 4-Year Warranty

## iPads/Tablets:

- iPad Wi-Fi 32GB w/Griffin Survivor Cover (Engrave: 1st Line: Bastrop ISD 2nd Line: 512-772-7100)
- iPad Wi-Fi 128GB w/Griffin Survivor Cover (Engrave: 1st Line: Bastrop ISD 2nd Line: 512-772-7100)

## Flat Screen/Projector solutions:

- 70" Sharp LCD TV w/Mobile Stand, 3-Year Commercial Warranty, Actiontec ScreenBeam, 25-foot HDMI cable (M/M)

## Peripherals:

- Califone Multimedia Mono Headphone 3.5mm jack & ¼" Adapter (standard headset)
- Hamilton Trios Headset 3.5mm Plugs (microphone headset)

## Carts:

- Anywhere Cart - 36-Bay (AC-MAX) Secure Charging Cart, up to 15" mobile devices
- Anywhere Cart - 36-Bay (AC-PLUS) Secure Charging Cart, up to 14" mobile devices
- Anywhere Cart - 40-Bay (AC-PRO II) Secure Charging Cart w/Intelli-Timer, up to 14" mobile devices

## Document Cameras:

- Lumens DC-125 Document Camera

*Note: This is a work in progress! If your item(s) are not listed, just email the contact and get email confirmation for your requested DonorsChoose project items.*



# Curriculum Resources

Contacts: Social Studies - Crissy Johns ([cjohns@bisdtx.org](mailto:cjohns@bisdtx.org))

*Note: **List is forthcoming.** This is a work in progress! In the meantime, please email the contact listed above and get email confirmation for your requested DonorsChoose project items.*

# Special Programs Resources

Contacts: Jackie Waneck ([jwaneck@bisdtx.org](mailto:jwaneck@bisdtx.org)) and Derek Eberly ([deberly@bisdtx.org](mailto:deberly@bisdtx.org))

*Note: **List is forthcoming.** This is a work in progress! In the meantime, please email the contact listed above and get email confirmation for your requested DonorsChoose project items.*

# ELL Resources

Contacts: Patricia Melgar-Cook ([pmelgarcook@bisdtx.org](mailto:pmelgarcook@bisdtx.org)), Augustina Lozano ([alozano@bisdtx.org](mailto:alozano@bisdtx.org))

*Note: **List is forthcoming.** This is a work in progress! In the meantime, please email the contact listed above and get email confirmation for your requested DonorsChoose project items.*

# CTE Resources

Contacts: Jennifer Edenfield ([jedenfield@bisdtx.org](mailto:jedenfield@bisdtx.org))

ICEV or CEV Multimedia (same company)

National HealthCare Association (NHA)

Adobe

Certiport

Project Lead The Way (PLTW)

Compusolar

NATEF (Automotive)

*Note: This is a work in progress! If your item(s) are not listed, just email the contact and get email confirmation for your requested DonorsChoose project items.*

# Fine Arts Resources

Contacts: Luis "Chico" Portillo ([lportillo@bisdtx.org](mailto:lportillo@bisdtx.org))

Stagelight by Open Labs

Musicfirst

Finale Music Notation Software

Sibelius Music Notation software

Pyware 3D

The Ultimate Drill Book

*Note: This is a work in progress! If your item(s) are not listed, just email the contact and get email confirmation for your requested DonorsChoose project items.*

# Physical Education/Athletics Resources

Contacts: Bob Jones ([rjones@bisdtx.org](mailto:rjones@bisdtx.org))

All requests will/must be approved by my office.

*Note: This is a work in progress! If your item(s) are not listed, just email the contact and get email confirmation for your requested DonorsChoose project items.*