Exhibit
District Policy 5640

Adams 12 Five Star Schools

CROWDFUNDING REQUEST / APPROVAL FORM

The request must be made and approved prior to being posted on any crowdfunding platform.

School: _____
Teacher or Group: _____
Item(s) Requested: _____
(Items requested must have a clearly defined educational purpose. Additional approvals may be necessary.)
Value of Items Requested: _____
☐ Item will be donated to the School/District ☐ Item will be owned by the individual
Timeline of Project: _____
Items and cost not included: _____

_____

Platform being used:

☐ DonorsChoose.org ☐ AdoptAClassroom.org
☐ GoFundMe ☐ Classwish.org
☐ Other: _____

_____

I certify that this fundraising/crowdfunding event will comply with all local, state and federal laws, District Policy 5640 and other District Policies. These include but are not limited to:

1. I have read and followed District Policy 5640. I understand items or services to be owned by individuals, the individual shall be personally responsible for costs associated with use of the item or service by the school, its students, staff, volunteers, parents or others, including but not limited to insurance, liability, maintenance repairs, installation, and any applicable taxes;
2. Obtain written approval in advance from the building principal or a director or designee;
3. Determine in advance whether the individual intends to donate the item or service to the School/District;
4. If the individual intends to retain ownership of the item, provide notice of this fact as part of the crowdfunding;
5. Items that will not be donated to the School/District, provide notice that the fundraising campaign is not sponsored, endorsed, or monitored by the Adams 12 Five Star Schools, its Board, Superintendent or the School;
6. Confirm in writing in advance whether the School, or the District will accept the donation, if applicable;
7. If money has been raised for a school purpose (rather than a specific item or service) the funds must be paid directly to the District and deposited into the Special Revenue fund.

_____ _____
Teacher/Sponsor Signature Date

☐ Approved ☐ Denied

_____ _____
Principal/Director/Designee Signature Date

Additional Approval(s), if applicable: _____ _____
Signature/Title Date

04/18