

As the board has outlined general guidelines for Collections and Solicitations (Policy 5220), they recognize there are on-line programs that help schools solicit funds from the community. On-line funding (Crowdfunding) will be considered fundraisers and follow all fundraising procedures. Any employee who wants to use these types of programs to raise funds for their school must follow all the procedures below:

- All crowdfunding sites considered for approval must provide reliable contribution reports for the fundraiser.
- All funds raised must only be used to benefit the specified school's needs.
- The proposal submitted to the crowdfunding site must be attached to the Fundraiser Authorizations Request. The fundraiser must be approved prior to activation of the crowdfunding request.
- The fundraiser should be identified on the website as "Montgomery County Board of Education – "School Name" – "Description" Fundraiser, consistent with the requirements of the website. The fundraiser website account should be set up under the MCS EIN. If possible, each school should have a controlled user account with the crowdfunding website that all employees will be required to utilize.
- All funds raised must be deposited directly into the school bank account from the website. Personal bank accounts may not be used.
- The school bookkeeper must be the administrator on the account and have sole authority for downloading the funds into the school bank account.
- The fundraiser must have a clear beginning and ending date within the same school year.
- At the conclusion of the fundraiser, a copy of the website Donation and Withdrawal Report must be generated by the bookkeeper and submitted with the fundraiser profit and loss statement.
- Property received through crowdfunding sites is considered to be the property of the district and will remain in the classroom. If the teacher moves to another site within the district or leaves to teach in another school system, the materials remain at the school.
- Items received through crowdfunding sites must follow the Fixed Asset Management guidelines as it pertains to inventory and asset tagging.
- Information placed on crowdfunding sites must not violate student privacy. Information that should not be listed includes, but is not limited to, pictures of students, student names, descriptions of the school's student population as disabled, in poverty, as English language learners, etc. or statements that infer the school is unable to meet the needs of the children it serves.

Adopted: May 2, 2017