



KCASD CROWDFUNDING SOLICITATION PROJECT APPROVAL FORM

Crowdfunding solicitations (collaborative funding via the internet) by any employee outside of any sanctioned organization must follow the guidelines established by the KCASD Business Office. In particular, these crowdfunding applications must be approved by the appropriate administrator(s) before submission, and be accepted by the Board once awarded by the funding source.

Funds raised via crowdfunding solicitations must be deposited into a school fund. All items purchased or donated through crowdfunding sources (such as DonorsChoose or Partners in Education) become the property of KCASD and must be submitted to the Board of Education for approval and acceptance.

Step 1	<u>Complete the following basic information:</u>
Teacher Name _____ Date _____	
Name of Proposed Project _____ Building _____ Grade _____	
Proposed Project Submission Date _____ Proposed Project Posting Date _____	
Type of Request: <input type="checkbox"/> Goods/Services <input type="checkbox"/> Volunteers <input type="checkbox"/> Cash Amt: _____	
<input type="checkbox"/> DonorsChoose.org <input type="checkbox"/> Partners in Education <input type="checkbox"/> _____ (Other)	
Step 2	<u>Briefly describe the proposed project and its intended use:</u>
Brief Description of Proposed Project _____ _____ _____	
Will this project be used to purchase curriculum or curriculum-related materials? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, briefly describe the materials to be purchased. _____	
Will this project be used to purchase technology hardware? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what device(s) will be purchased? _____	
Will this project be used to purchase technology software? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what software and platform? _____	
Will this project be used to purchase equipment or upgrade facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, briefly describe the equipment or facility upgrade. _____	

Business Office Use Only	
Approved for Posting Date	_____
Board Approval Date	_____
Building Principal Signature	_____
Superintendent Signature	_____