



Guidelines for Fundraising Websites

This guideline implements FWCS School Board Policy 7230, Gifts, Grants and Bequests, with respect to the use of fundraising websites by FWCS personnel. The District accepts gifts that are consistent with the mission, vision and goals of FWCS. All accepted gifts, grants or bequests are presented to the Board in a public meeting at least once per year in an annual Gift, Grants and Donations Report. The Report must list donations received by District employees through fundraising websites. In order to track and safeguard donations to the District, FWCS adopts the following guideline:

Teachers/Sponsors:

1. FWCS will approve use of the following charity websites if this guideline is properly followed:
 - a. DonorsChoose.org - a charity website where public school teachers are encouraged to share specific classroom needs. Teachers post a need on their website and receive monetary donations from individuals, corporations or foundations. Once a monetary goal is reached, DonorsChoose.org purchases items that are requested and ships them directly to the teacher at their school.
 - b. Gofundme.com - a fundraising website where anyone can request a donation for any purpose. A 7.9% fee is charged on every donation. The remaining amount is direct deposited into the provided bank account. (see #11)
 - c. Snap-Raise.com - a fundraising website for coaches or organizations. The fundraiser is screened and approved by Snap and coordinated by a Snap Representative. A percentage fee of all funds raised will be charged. (see #11)

Other fundraising sites may be approved on a case-by-case basis.

2. All employees and parent organizations must receive prior written approval to create a fundraising website that uses the name "Fort Wayne Community Schools," "FWCS," the District logo, an FWCS school name, school logo or other symbol adopted by the District by submitting the FWCS Fundraiser Approval Form.
3. Requests should not be made for items that will obligate FWCS to any future expense or liability. For example, printers that would require the future purchase of supplies for operation.
4. Requests must comply with current FWCS Curriculum practices.
5. Requests must comply with FWCS Technology policies, network capabilities and securities.
6. Requests must comply with FWCS Environmental Health and Safety Handbook guidelines and the FWCS Energy Leadership Program.
7. No gift shall be requested or accepted in contradiction of any FWCS policy, applicable law, ordinance or regulation.

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8. Donated items will be used at the FWCS location for which they were purchased. All gifts, grants and bequests shall become the property of the School Corporation, regardless of the terms and conditions of the fundraising website. At the principal's discretion, the items may follow the teacher to another FWCS school building or stay in the current classroom.
9. The District reserves the right to refuse any request for website fundraising or gift at any time, for any reason.

Unit Head and Treasurer:

10. The request must be approved by the Unit Head before it is submitted on the public website. If the request includes technology, equipment or curriculum related items, it must also be approved by the Director of Purchasing. The Director of Purchasing will determine if other administrator or Cabinet approvals are appropriate.
11. Monetary proceeds from any fundraising website are to be deposited in a school's extracurricular account, PTA account or Booster Club account, but never in a personal account. Attach a copy of the approved Fundraiser Approval Form and a report from the website to the SA-3 Receipt.
12. Where monetary donations are for the purchase of a specific item that requires an online purchase requisition as stated in the current Official Bulletin for Voucher Purchases vs. Requisition Purchases, deposit the proceeds into the Extracurricular In/Out account. Send an extracurricular check payable to FWCS to the Budgeting Department to have a donation account key and object created. Submit an online purchase requisition in IFAS using that key/object.
13. Where monetary donations are for the purchase of a specific item that does not require an online purchase requisition, deposit the proceeds into the extracurricular donation or athletic account. The teacher or treasurer can place the order and payment can be made with an extracurricular check.
14. All donated items and cash received from fundraising websites must be documented by the school treasurer to be reported on the actual budget side of the Fundraiser Approval Form and reported on the annual Gift, Grants and Donations Report.
15. If equipment or technology items are received, the school treasurer must contact Property Control (x72484) for instructions on asset tagging.
16. FWCS will not determine the value of any asset for tax purposes. It is the responsibility of the donor or the donor's agent to determine the value.