

Covington County Board of Education

Crowd Fundraising Procedures

1. Covington County Schools (CCS) considers crowd funding as a fundraiser.
 - a. CCS crowd fundraising policy and forms are under the business/finance, forms & document link in the local school documents folder on the CCS home page:
<http://www.cov.k12.al.us>
2. The principal/superintendent should pre-approve a crowd funding project/request **PRIOR** to it being posted on a crowdfunding platform.
3. Platform terms:
 - a. When using platforms there can be different terms. Principals should understand the terms prior to the start of a project:
 - i. AON – All or nothing. This means that if the amount requested is not reached, the project does not get funded. The donor then has the option to pick another project to fund or give the current teacher a credit toward their next project.
 - ii. KIA – Keep it all. This means that if any amount is reached, the school will get a check even if the goal is not reached.

Make sure to monitor and take down sites when the event or request is complete.

4. All non-monetary items (supplies, equipment...) obtained are the property of CCS and all inventory procedures apply.
5. All monetary donations should be recorded by the school bookkeeper in the schools accounting system. No school banking information should ever be given out. A check should be requested to be mailed to the school in the name of the school, not to an individual person.
6. When developing a project, be mindful as to what is being requested and how the request is worded. The intent of the request always needs to be followed.
7. When posting pictures/videos/images of any students or staff, all CCS policies and procedures must be followed.
8. A file is to be maintained at the school for any crowd funding request. This file should include: the principal's/superintendent's fundraising approval form, the written detail of the projects as well as what is posted on the platform website, any photos or images posted with the project and a copy of all agreements and permission forms.