

Fundraising Policy

All fundraising activities conducted in the name of the School or using the School's non-profit status, including crowdfunding or other internet based methods of requesting or receiving donations, must be conducted in accordance with this policy and other procedures as developed by the School Administrator.

General Policy

Any goods requested in a fundraising activity shall be compatible with the School's educational plan, educational philosophy, IT systems, and all board policies.

Funds shall be solicited in a respectful manner and without pressure. Prior to utilizing a company's services, organizers of any fundraising activity shall thoroughly research any company assisting with or being utilized in the activity, taking into account the reputation of the company. All donations (in the form of money, tangible goods, or otherwise) shall be designated as School property. Any materials purchased with donated funds shall be considered School property and not the property of any staff member or other individual or group.

Approval Required

All fundraising activities must be approved by the School. Approval must be obtained from the School Administrator or his/her designee prior to commencing activities.

Communication of Fundraiser Purpose

Fundraising organizers utilizing school name, logo, or other insignia as part of the fundraising campaign, should be at all times be mindful of maintaining the School's positive image and reputation.

Recording and Deposit of Donations

The School is responsible for ensuring that all monetary funds received by the School are deposited in a timely manner. All donations shall be inventoried or deposited immediately. Deposits shall be made through the School's designated fiscal officer.

Reporting Requirements

The School shall comply with any required reporting associated with a crowdfunding site or other fundraising activities. Accurate and complete documentation of income and expenses, including cash, must be maintained.

Restricted Actions

No person shall be reimbursed directly from the proceeds from fundraising activity. Rather, any individuals requesting reimbursement related to fundraising shall use the School's regular request for reimbursement process. No services that send donations to an individual teacher or staff member shall be used. Only crowdfunding service companies that require all donations be made directly to the school shall be used. Any activity that violates FERPA or IDEA is strictly prohibited.

Compliance with Law

The School shall comply with all applicable laws governing any fundraising activity. Organizers of the crowdfunding activity shall ensure that activity does not violate FERPA or any other student confidentiality law, regulation, or policy. The School may conduct raffles as permitted under ORC 2915.092 and other applicable rules and regulations will be permitted. The School shall not engage in or permit any illegal raffles.