Autauga County Schools

Crowdfunding Procedures

Crowd (online) fundraising involves funding a project by raising donations of money from a large number of people, typically via the Internet. School personnel are encouraged to seek traditional fund raising opportunities before utilizing crowdfunding as an avenue for raising funds. If a crowdfunding platform is chosen, school personnel are expected to adhere to the guidelines and procedures. **GoFundMe is not an approved platform for school fundraising.**

There are two ACBOE approved platforms for crowdfunding: Donors Choose and Fan Angel.

1. The top section of the Fundraiser Approval and Profit Reporting Form must be completed and approved by the local school principal prior to any fundraiser posted on a crowdfunding platform.
2. All fundraising campaigns shall be in the name of the local school, NOT an ACBOE employee. The sponsor shall be listed as the campaign contact.
3. It is the sponsor's responsibility to understand all procedures regarding crowdfunding and be aware of any fees charged by the site organizer.
4. Crowdfunding sites must be monitored and taken down when the event is complete or the goal is reached. When posting pictures/videos/images of any student(s) or staff member, all ACBOE policies and procedures must be followed to include receiving written parental consent before postings are made. Images must **exclude** any names.
5. No school banking information should ever be shared with a third party. If applicable, a check from the site organizer should be made payable to the local school, never to an individual. *Funds received by an individual could be considered taxable income and possibly violate the Alabama Ethics Law.*
6. All monetary and non-monetary items received are the property of the ACBOE. All deliveries should be made to the local school and never an employee's home. All ACBOE inventory policies and procedures must be followed.
7. The campaign sponsor should receive a report from the site organizer detailing all donations. A copy of this report must be attached to the Fundraiser Approval and Profit Reporting Form and submitted to the local school bookkeeper at the conclusion of the event.
8. If the fundraiser includes hardware, software or web-based subscription purchases, prior approval from the Technology Department must be obtained.
9. If the fundraiser includes any land improvements, building improvements, repairs, renovations, or construction projects on school property, prior approval must be obtained from the New Construction Coordinator.

10. Regardless of the intent, the campaign must not have the effect of violating Title IX or any other state or federal law.
11. The campaign must not in any way disparage the name of the local school or the ACBOE.