

STAFF GIFTS AND SOLICITATIONS/PUBLIC GIFTS TO DISTRICT

All crowdfunding, grant proposals, and acceptance of products from vendors must be approved by the building principal and assistant superintendent of teaching and learning prior to the posting, grant application, or acceptance of products.

Safeguards are in place to protect staff and schools when fundraising through grants or other avenues. The loss, misuse, or theft of funds raised could undermine district credibility with parents, voters, and donors. These safeguards are also in place to reduce potential liability caused by posts (FERPA, FAPE).

After May 31, 2017, GoFundMe requests are not permitted for any funds or items that will be used in any capacity for Milford Schools.

DonorsChoose.org is the only crowdfunding source allowed for teacher and principal use for school and classroom projects and materials. DonorsChoose.org is tailored specifically to schools, and thus has safeguards in place to prevent misuse of funds and/or misappropriation of materials.

Items received through school fund purchases, fundraising, and/or grants are not the personal property of the employee. The items obtained remain at the school where the fundraising occurred.

All staff members are prohibited from using the school's name or any other identifying features unless there is full compliance with the following procedures:

- 1) Those wishing to raise funds must submit in writing a proposal that includes at a minimum: the site to be used (DonorsChoose.org) or the source of the funding; a complete copy of the proposed listing or grant application; and the school personal profile to be listed on the site or included in the grant application.
- 2) Written approval from the principal and the assistant superintendent must be obtained prior to any posting on DonorsChoose.org. Written approval from the principal and assistant superintendent must be obtained prior to the submission of a grant application or any agreement, including a verbal agreement, is made with a vendor.
- 3) Administrators will review the proposal:
 - a) To ensure that no potential violation of state and federal laws or violation of the district's policy exist.
 - b) To ensure that the proposal does not cast the school, district, employees, or students in a negative light.
 - c) To ensure that the post does not include student images.

Adopted: June 15, 2017