



Texarkana

Fundraising Request Form

Name of Campus _____ Name of (Club) Organization _____

Name of Sponsor _____

Permission is requested to conduct the following fundraising activity: _____

Type of Fundraiser:

() Catalogue Sale () Single Item Sale () Concessions () Crowdfunding Campaign

If Crowdfunding Campaign, Name of site being utilized: _____

Description of project: _____

Specific purpose(s) for which the net proceeds is (are) to be used: _____

The following activity fund account(s)* will receive the net proceeds: _____

Proposed Date: Beginning _____ Ending _____

Vendor Name: _____ Vendor Representative: _____

Vendor Address: _____

Vendor Telephone #: _____ Vendor Email: _____

This is the 1st _____ 2nd _____ 3rd _____ fundraising activity this year.

I, _____, have requested permission to conduct a fundraising activity, and I will be responsible for the preparation of the operating report and will submit a final operating report at the conclusion of the project. I will be responsible for the accountability of all monies collected at the conclusion of the fundraising activity, and will turn in all records to the principal or finance clerk.

Date

Sponsor/Person Requesting Permission

Approved:

Date

Principal

Date

Assistant Superintendent of Student & Community Development

**Receipts and proper documentation are required for all fiscal transactions.*



Texarkana

Independent School District

Crowdfunding Guidelines

Crowdfunding is the practice of funding a project or idea by raising small amounts of money from a large number of people, typically via the Internet. The following guidelines outline requirements, acceptable actions and a comparison of crowdfunding sites for Texarkana ISD schools.

CROWDFUNDING REQUIREMENTS

- All crowdfunding campaigns must support educational or instructional-based initiatives.
- Completion of an Fundraising Request Form is required for DonorsChoose and GoFundMe campaigns. The application must be completed prior to publishing a fundraising campaign and submitted to your campus principal for approval. Campus principal will then submit to the Office of Student & Community Development for final approval. Once approvals are received, you will be able to begin your campaign.
- Completion of a Fundraising Request Summary Report is required for DonorsChoose and GoFundMe campaigns. The report must be submitted at the end of the fundraising campaign to the Office of Student & Community Development.
- Crowdfunding campaigns are considered a fundraiser and DO COUNT against your acceptable number of campus fundraisers.

RESTRICTED ACTIONS

- Creation of personal campaigns or withdrawal of funds into personal banking accounts.
- Creation of campaigns that benefit individuals.
- Sales of any kind (*i.e. popcorn, t-shirts*).
- Transfer of donations from campus to campus.
- Donated items mailed to employee homes.
- Fundraising for non-district organizations and charities

RECOMMENDED CROWDFUNDING SITES

Below is a list of crowdfunding platforms that have been vetted by the Office of Student & Community Development.

www.DonorsChoose.org

Online crowdfunding site for supplies and equipment, focused on PK-12 education.

- 2.9% credit card processing fee per donation plus 15% per campaign for overhead, teacher outreach, maintenance and build-out of the DonorsChoose.org website
- Fulfillment labor and materials charge (*depends on items selected by school*)
- Non-cash donations (*materials and supplies only with specified vendors*)

DonorsChoose is an online crowdfunding platform that allows individuals to donate directly to public school classroom projects. Once a project is fully funded, DonorsChoose will purchase and deliver the requested equipment and materials directly to the campus. DonorsChoose is NOT a crowdfunding site used for raising money.

Per TISD policy, campuses must ensure that:

- Items \geq \$500 in value are tagged as a fixed asset through TISD's Fixed Assets Department.
- Items received remain property of the campus.
- A Fundraising Request Form is to be completed prior to publishing the DonorChoose campaign and a copy is submitted to the campus Principal and Office of Student & Community Development.
- An Fundraising Summary Report should be submitted at the end of the fundraising campaign to the Office of Student & Community Development.

www.GoFundMe.com

Online crowdfunding site for donations.

- 5% fee per donation plus a 3% credit card processing fee per transaction

GoFundMe is a personal online fundraising website for individuals, groups, and organizations. The website allows individuals to donate to a variety of causes, including medical emergencies, life-events, and educational projects.

Per TISD policy, campuses must ensure that:

- Campaigns are NOT set up as Personal campaigns.
- When creating a campaign, "Certified Charity" is selected as the Campaign Type.
- Texarkana Independent School District is selected as the Certified Charity (*tax identification # 74-6000064*).
- A Fundraising Request Form is completed prior to publishing the GoFundMe campaign and a copy is submitted to the campus Principal and Office of Student & Community Development.
- A Fundraising Summary Report submitted at the end of the fundraising campaign to the Office of Student & Community Development.



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Fundraising Summary Report

BRIEF DESCRIPTION OF FUNDRAISER: _____

FUNDRAISING COLLECTIONS

Product	Number Sold	Price	Amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
Total Fundraising Collections:			\$ _____

FUNDRAISING DISBURSEMENTS

(Disbursements may include cost of merchandise, advertising, prizes, etc. relative to the fundraiser.)

Fund-Payee	Reason	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Total Fundraising Disbursements:		\$ _____

Net Proceeds from Fundraising Efforts: \$ _____

Proposed Disposition of Net Proceeds: \$ _____

Date Submitted

Preparer Signature

Date

Principal Signature