Crowd Source Funding Guidelines

When it comes to providing quality educational experiences for our students, WISD teachers and staff are creative and resourceful. While the district is supportive of innovative methods that help us reach our mission, at times guidelines are needed to protect both employees and the district.

In recent months, many teachers have taken the initiative to raise money through online fundraising sites such as donorschoose.org, and have experienced success doing so. It is commendable that teachers go the extra mile in order to get resources for their classrooms that will benefit students. However, when funds are raised for the benefit of the district, those funds must flow through either the district or an approved organization (PTA, Booster Club, Student Clubs, etc.). By following some simple procedures, teachers can continue to use online fundraising as an option for supplies or projects not included in their classroom budgets. Please review these procedures – which go into effect immediately – and follow them closely if setting up an online fundraising site with connections to WISD. If district employees follow these steps consistently, it protects the integrity of the process.

The individual seeking funds completes the Fundraiser Approval Form. The campus principal reviews and approves the campaign for appropriateness, ensures the campaign meets goals and objectives as it relates to the campus improvement plan, and oversees the campaign ensuring compliance with the following requirements:
a. Include district, campus, and teacher name on project website
b. Set a project deadline of 45 days or less
c. Provide information to donors regarding service fees to be deducted from their on-line donation
d. Follow district purchasing requirements when using funds collected
e. Ensure technology items meet district technology requirements
f. Understand items with a per unit cost ≥ $500 are to be tagged as a fixed asset
g. Be sure that donations received and items purchased from donations for the campus remain on that campus
h. Ensure donations are safeguarded at time of delivery
i. Satisfy other requirements by online site. For example: letters or photos showing project completion; payment of shipping costs, copyright requirements, etc. (No photos of students should be used.)
j. Upon completion of project, report donations received to Business Services using the Fundraiser Reconciliation Form

Individuals seeking funds via an online fundraising site may **NOT:**
a. Withdraw funds into personal banking accounts (funds should be requested from the site via a paper check made payable to Waxahachie ISD)
b. Transfer donations from campus to campus
c. Ask for donated items to be mailed to employee homes
d. Seek funding for personal reasons, individuals, political reasons, or start-up businesses
e. List fundraising for a charity (i.e. Red Cross fundraising for a local natural disaster) unless approved by the Superintendent or designee
f. Pressure parents to make donations to the site

If you have questions regarding a site that has already been established or questions about the process, please contact the WISD Business Office.