

# Montgomery County Public School District

## Crowdfunding Request – Approval Form

The request must be made and approved prior to being posted on any crowdfunding platform. Failure to obtain prior approval may result in disciplinary actions. **Please note:** If requesting technology or donations to purchase technology, documentation from the technology department confirming support must accompany this request.

School: \_\_\_\_\_

Teacher or Group: \_\_\_\_\_

I am making a request for my classroom/school(s).

\_\_\_\_\_  
List applicable school(s), grade level(s), and/or subject area(s)

I am making a request for a club/organization that I supervise as a Board approved advisor.

\_\_\_\_\_  
List applicable school(s) and club/organization

Crowdfunding Platform being used:

DonorsChoose.org

Snap! Raise

Other: \_\_\_\_\_

If requesting financial donations, list funding goal:

\$ \_\_\_\_\_ If goal is not reached, what will occur: \_\_\_\_\_

If requesting items, list specific items:

\_\_\_\_\_  
EXACT narrative to be posted online if request is approved (attach additional page if needed):

\_\_\_\_\_  
Anticipated start date for crowdfunding campaign: \_\_\_\_\_ End date: \_\_\_\_\_

**I certify that this fundraising event will comply with all Board of Education and local school guidelines. These include but are not limited to:**

- The account must be setup in the name of the School.
- All items obtained are the property of Montgomery County Public Schools and inventory procedures apply.
- No "Go Fund Me" or like type site requests will be approved.
- When developing a project be mindful as to what is being requested. You must stay within the parameters of the campaign being applied for.
- Sites must be monitored and taken down when the event or request is complete.
- No banking information will be provided.
- All monetary donations shall be made payable to the school.

\_\_\_\_\_  
Teacher/Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_ Approved \_\_\_ Denied

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

\_\_\_ Approved \_\_\_ Denied

\_\_\_\_\_  
CSFO or Designee Signature

\_\_\_\_\_  
Date

\_\_\_ Bookkeeper Notified