

**SANTEE SCHOOL DISTRICT
DONATION SOLICITATION PERMISSION FORM**

General Information:

In order to ensure compliance with Santee School District (SSD) policies regarding the solicitation and acceptance of donations (3290) and to ensure the legality and coordination of fundraising efforts, staff members wishing to solicit donations of items or funds for use at a school/department must obtain prior approval. This includes the use of crowd-sourcing, crowd-funding, and social media websites such as DonorsChoose.org, GoFundMe.org, Snap-Raise.com, etc.

Guidelines:

1. When considering the use of crowd-funding websites, keep the following in mind:
 - a. These sites are generally for donations and not for “fundraising” as that term is normally applied to the function of ASBs or PTAs
 - b. These sites are intended for individual accounts, which requires the input of a Social Security number, and the account may be subject to personal income tax under IRS rules and regulations
 - c. Some of these sites deduct fees from the amount collected which can sometimes be quite high, thereby eroding the value of what was donated
2. PRIOR TO SOLICITING DONATIONS, complete the form below and submit to your Supervisor
3. Donated items or funds become the property of the Santee School District, not the individual staff member soliciting the donation
4. Solicitation of any donations for technology related equipment, software, or devices requires PRIOR APPROVAL of the Director, Technology
5. Solicitation of any donated items, equipment, or structures that would require installation and/or any maintenance requires PRIOR APPROVAL of the Director: Facilities, Maintenance & Operations
6. Donated funds or items with a value more than \$50 must be submitted to the Board for acceptance prior to use of the funds or items
7. Once received and prior to use, contact the appropriate district staff member for processing and barcoding any books or equipment

Staff Member Name:		
Site:		
Date:		
Method (Website URL, Letters, Phone Calls, etc.):		
Items/Funds to be Solicited		
Intended Use of Items/Funds		
If donation is monetary, where will funds be deposited? (Check one)	<input type="checkbox"/> PTSA Account <input type="checkbox"/> ASB Account <input type="checkbox"/> School Donation Account <input type="checkbox"/> Other: _____	
Approved By	Signature:	Date:
Supervisor		
Technology (If applicable)		
Facilities, Maintenance & Operations (If applicable)		