 Form JHA-3

**ONLINE FUNDRAISER GUIDELINES**

The following procedures **must** be completed for all online fundraisers where the sponsor, or school, is expecting to receive school supplies, educational materials or monetary funds.

1. The school Principal must approve, on the JHA-3 Online Fundraiser Request Form, the sponsor’s request to submit his/her fundraiser project to an online website.
2. The school Principal must submit, with the JHA-3 Online Fundraiser Request Form, the Terms and Conditions of the specific fundraiser website, and any related Contracts or Agreements, to the school’s Assistant Superintendent for legal review.
3. The school’s Assistant Superintendent prepares and submits a request, and provides all related documents, to CCSD Board attorneys for legal review.
4. The attorney’s legal opinion will be reviewed by the Assistant Superintendent, to determine if the sponsor or school may proceed with the online fundraiser on this website.
5. The Assistant Superintendent will inform the Chief Leadership & Learning Officer, the Chief Financial Officer and the Principal of their decision to proceed with the online fundraiser or to modify the contract, as recommended by the CCSD Board attorneys.
6. If approved to proceed, the Assistant Superintendent will provide all related documents and legal opinion to Chief Financial Officer for Financial Services’ review and approval.
7. If the decision to proceed is denied, the Assistant Superintendent will notify the School Principal.
8. Once the legal and financial details of the online fundraiser are reviewed by the Chief Financial Officer, he will inform the Assistant Superintendent and Principal of their decision.
9. If, at the end of a successful online fundraiser, students are to send “thank you” notes to donors, or if a picture of students using the donated equipment or materials is to be sent to donors, the sponsor must receive parent permission for these activities by requiring the parent to complete Form JG(1)-2, for **each** student participating in this activity. Additionally, if “thank you” notes are to be written, only the students initials may be used as a signature on the notes.
10. On the JHA-3 Form, the school Principal must indicate whether the online fundraiser request is approved or denied. The original copy of the approved or denied JHA-3 form must be kept on file at the school for the required retention period and made available for school audit purposes.

A close up of a sign

Description automatically generated **Form JHA-3**

**Online Fundraiser Request**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of school: |  | Name of Sponsor  submitting this request: |  |

|  |  |
| --- | --- |
| Proposed Online Fundraiser website: |  |

|  |  |
| --- | --- |
| Dates of Online Fundraiser: |  |

|  |  |
| --- | --- |
| Item(s) to be sold: |  |

**If donated school supplies or educational materials are to be received:**

I certify that I have submitted to my Principal for review:

The narrative, or essay of the project that will appear on the donation website;

A copy of the photo that is planned to appear on the website;

A completed and signed Form JG(1)-2 for each student appearing in this photo;

A complete list of all educational items being requested as part of this project, including the associated costs of these

items;

The length of time the project is planned to appear on the website;

The number of students who will be impacted by this project;

The educational areas, or subjects, to which this project will apply, including grade level(s);

I also certify that:

Technology Services has reviewed and approved all Technology-related equipment being requested as part of this

online fundraiser;

I understand all Media-related supplies and materials being requested as part of this online fundraiser must comply

with District Administrative Rule IFBC-R, Media Programs.

I understand that once the donated items are received, they become property of Cobb County School District and that

the school must contact Property Control so all appropriate items may be properly inventoried and accounted for.

I understand that If the online fundraiser time period expires before reaching the donation goal, and if the sponsor,

teacher or the school, receives a “gift card” for the amount that was donated, these gift cards must be delivered to the

school Bookkeeper for safekeeping and value tracking, according to the District’s Financial Procedures.

**If monies are to be remitted to the school from the online fundraiser:**

A description of the method in which collected funds will be remitted to the school must be provided here:

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| --- |
|  |

Signature of Sponsor Date

**Office Use Only**

Approved (date approved)

Denied:  Non-compliant  Other:

Signature of Principal