Lourdes Public Charter School

Code: GBI

Adopted: 4/28/25

Internet-sourced Crowdfunding and/or Solicitations

Internet-sourced crowdfunding and/or solicitations may be allowed.

A staff member will submit a proposal for any internet-sourced crowdfunding to solicit funds in the name of the school to the administrator at least 45 days prior to beginning the activity. The administrator will submit the proposal to the Board for approval.

The administrator or designee shall monitor the internet-sourced crowdfunding site to ensure that no student information is disclosed improperly and no images are used without permission, and ensure that the internet-sourced crowdfunding site is legitimate, and that the terms of the site are being followed.

All fund raising will be on the public charter school’s system and shall follow appropriate policies and use guidelines. All technology purchases or request for purchase will be approved by the administrator or designee.

All non-monetary items obtained become property of the public charter school and all inventory procedures apply. All monetary donations shall be recorded in the proper school fund. No school banking information shall be given out. A check will be requested to be mailed to the school, in the name of the school and not to the individual.

A file will be maintained by the administrator that documents the approval, details of the project, a print out of the website, copies of all agreements and permission forms, copies of any checks of monetary donation received as well as the inventory listing non-monetary donations.

No organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools without the administrator’s approval. Staff members may not be made responsible or assume responsibility for collecting money or distributing any fund-drive literature within the school without the administrator’s approval.

The soliciting of staff by sales people, other staff or agents during on-duty hours is prohibited. Any solicitation should be reported at once to the administrator. Advertising is not allowed in the building without the administrator’s approval.

END OF POLICY

Legal Reference(s):

[ORS 244](http://policy.osba.org/orsredir.asp?ors=ors-244).010 to -244.400

[ORS 339](http://policy.osba.org/orsredir.asp?ors=ors-339).880

[OAR 199-005](http://policy.osba.org/orsredir.asp?ors=oar-199-005)-0005 to -199-020-0020

[OAR 584-020](http://policy.osba.org/orsredir.asp?ors=oar-584-020)-0000 to -0045

**Cross Reference(s):**

BBF - Board Member Standards of Conduct

GBC - Staff Ethics

KJA - Materials Distribution