



Classroom Projects Solicitation Guidelines

Staff members often creatively seek classroom materials through alternative sources when the budget can't support a worthy request. While such desire represents positive individual initiative, it also raises a few concerns which the following guidelines address. Please abide by these procedures when considering the solicitation of parents and community members to help purchase classroom items.

1. Staff should never request cash donations for items typically covered by the campus budget such as computers, software, or standard classroom supplies beyond the published school supply lists.
2. Every effort should be made to secure campus , Education Foundation, or campus PTA "mini grant" funding (if such a program exists at your campus) prior to considering other funding initiatives.
3. Notify your supervisor, department chair or grade level coordinator about your desire to raise funds. Secure permission of your campus principal in order to confirm that your request fits in with the campus improvement plan and is a priority for the campus and district.
4. Following principal approval, staff member should contact the Office of Corporate & Community Development to see if corporate support is available.
5. The district does not allow solicitation notes/emails to parents or requests through online support programs such as Donors Choose, Kickstarter, GoFundMe, etc.
6. District and campus-wide funding opportunities such as Foundation and PTA programs offer a more equitable support option for our staff members and are highly preferred over classroom parent solicitation. The financial makeup of the classroom parents can vary widely from one classroom to another and from one campus to another, giving one staff member an unfair funding advantage over another. By utilizing district and campus-wide options, a more equitable donation distribution is possible.
7. The costs of sponsorship recognition should be built into the price of the item to be purchased through sponsorships. Sponsor shall provide appropriate art work and design at their own cost. Sponsor will be responsible for any logo changes requested during the term, including labor costs associated with change.

Please note that this policy does not apply to the solicitation of small household items such as cotton balls, art supplies, wrapping paper, etc. or to volunteer opportunities such as speakers, mock interviewers or classroom volunteer hours.

Please consult with the Director of Corporate & Community Development and the Public Information office before entering a sponsorship agreement with a corporation or individual.