

DISTRICT 49
Crowdfunding Request Form

Return signed and completed form to building principal. Approval must be received from the building principal prior to the start of any crowdfunding activity. A copy of the form, signed by the Principal must be sent to the District Grants Department to keep on file.

Please Note: *If requesting technology or donations to purchase technology, documentation from the technology department confirming support must accompany this request. If requesting donations to purchase structures or modifications to existing structures, documentation from the facilities department confirming support must accompany this request.*

Name: _____ Building: _____

Select one:

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 an approved advisor.

_____ *List applicable school(s) and club/organization*

Crowdfunding site to be used if request is approved: _____ Social media site(s) to be used for promotion: _____

If requesting financial donations, list funding goal: \$_____ *(If amount requested is over \$5,000 approval from your Zone Leader is required, requests over \$10,000 need a Chief Officer's approval)*

If goal is not reached, what will occur: _____

If requesting items, list specific items being requested: _____

Indicate specific ways in which students will benefit from this crowdfunding effort: _____

EXACT narrative to be kept in the building administration office if request is approved (attach additional pages if needed), along with a copy sent to the District Grants Department.

Anticipated start date for crowdfunding campaign: _____ End date: _____

Requestor's Signature _____ Date _____ Phone Number _____

Approved

Disapproved _____ **Principal's Signature** _____ **Date**

Approved _____

Disapproved _____ **Zone Leader Signature** _____ **Date**

Approved _____

Disapproved _____ **Chief Officer Signature** _____ **Date**