



“Fundraising & Donations in the District”

Overview for Volunteers

FORM SUBMISSION THRESHOLDS

- Fundraising Activities, Events, Solicitations & Campaigns
 - Up to \$10k – **NOT** required to submit form
 - \$10k+ – must submit Fundraising Request Form
- Donations (In-Kind)
 - Value up to \$10K – **NOT** required to submit form
 - Value \$10k+ – must submit Fundraising Request Form

WHAT IS THE FUNDRAISING & DONATIONS REQUEST FORM?

- Quick 10-question Google Form that requests permission to fundraise or accept a donation/item. Form will query campaign scope, timing, requirements, and potential donors
 - Form can be found on the District and Foundation websites:
 - <https://crschools.us/about/give-now/fundraising-donations/>
 - <https://crrcsf.com/fundraising-donations-in-the-district/>
- Must be submitted before the project/program begins
- Form is reviewed by CRCSF Executive Director, unless it is an in-kind item with a value \$25k+, which will be directed to the Superintendent and BOE for review
- Notified within 5 business days of acceptance or denial
- Disciplinary Action/Consequence for Noncompliance as stated in the Regulations

CAPITAL PURCHASES & MAINTENANCE IMPACT

- If your fundraiser or donation will add/impact Facilities, Technology, or Ongoing Maintenance, contact applicable District department for approval prior to submitting the form

501(c)(3) TAX STATUS

- If your organization HAS its own 501(c)(3) tax status, the Fundraising & Donation Request Form must still be submitted before you solicit donors, order materials, accept a donation, etc.
- If your organization does NOT have 501(c)(3) nonprofit status, contact the Foundation for next steps.