Columbia Public Schools
Request for Crowd Source Funding

Step 1: Background for your request

Print Your Name
Print Your Title
Print Your School

What is the crowdfunding site you plan to use?
________________________________________________________________________

What is the name of your proposed project?
________________________________________________________________________

How much money/what items are being requested?
________________________________________________________________________

What is the purpose of the request, who will benefit?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are any technology items being requested? Yes ☐ No ☐

Please note: If you answered yes, an additional approval signature is necessary before establishing your fundraising page.
Step 2: Please sign to verify you understand the CPS procedure for crowd source funding.

_____________________________  _______________________________
Signature                        Date

Step 3: Please have supervisor sign indicating approval of the request.

_____________________________  _______________________________  _______________________________
Supervisor Signature          Print Supervisor Name                Date

Step 4: If technology is requested, please secure approval of funding from the CPS Director of Technology Services.

_____________________________  _______________________________  _______________________________
Technology Services Signature Print Name                Date

Step 5: Please have your Assistant Superintendent (elementary or secondary) sign indicating approval of the request.

_____________________________  _______________________________  _______________________________
Asst. Superintendent’s Signature Print Asst. Superintendent’s Name Date

Please forward a copy of this signed document to Jim Cherrington in Business Services at jcherrington@cpsk12.org. Once all signatures have been secured and this document has been forwarded to the CPS Business Services office, you are welcome to create your page.

Please note: Only two (2) submissions are allowed per school year per teacher.