



Fund a Need User Guide



Foundation
LINCOLN PUBLIC SCHOOLS

Fund a Need is a program of the Foundation for Lincoln Public Schools

www.foundationgive.com
Rev. 24 May 2024

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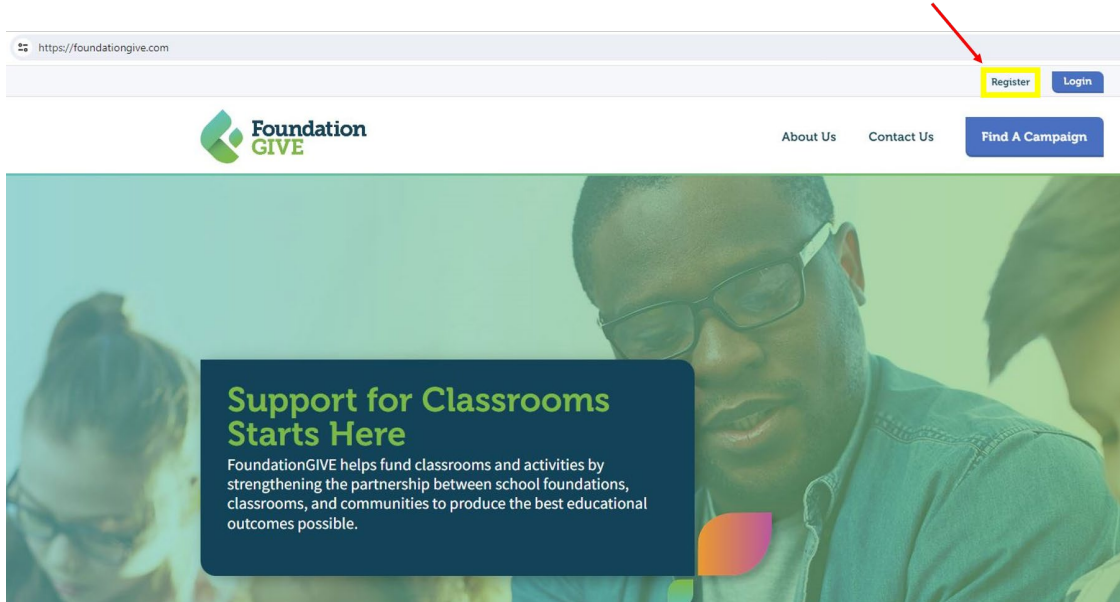
How to Register on FoundationGIVE

1. CREATE AN ACCOUNT

Go to www.foundationgive.com, click on **REGISTER** in the top right corner.

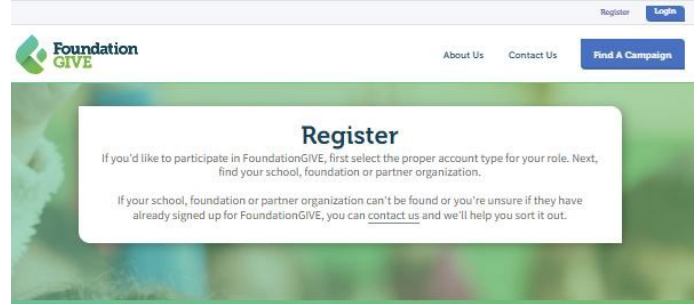
NOTE:

FoundationGIVE is the parent website that manages the Fund a Need program.



2. FILL OUT REGISTRATION FORM

- Select your Account Type
- Find Your School
- Provide your contact information, verify everything is correct and click **REGISTER**



Your Account Type
School Teacher / Staff

Are you a teacher interested in creating your own campaigns under your school? Find your school below to continue.

Find Your Foundation
None / Not Listed

Not saving your foundation? Your foundation might not be on FoundationGIVE yet. Contact us instead to make a request to get your foundation on FoundationGIVE.

Find Your School
None / Not Listed

If you can find your foundation but not your school, take a couple of minutes to register your school to FoundationGIVE.


First Name **Last Name**

Phone Number **E-Mail Address**

City **State** **Timezone**

Your account will need to be approved by an administrator before your account is created and you are allowed access. Upon approval, you will be sent an email detailing how to sign into your account.

By continuing you agree with the FoundationGIVE Privacy Policy and Terms & Conditions.

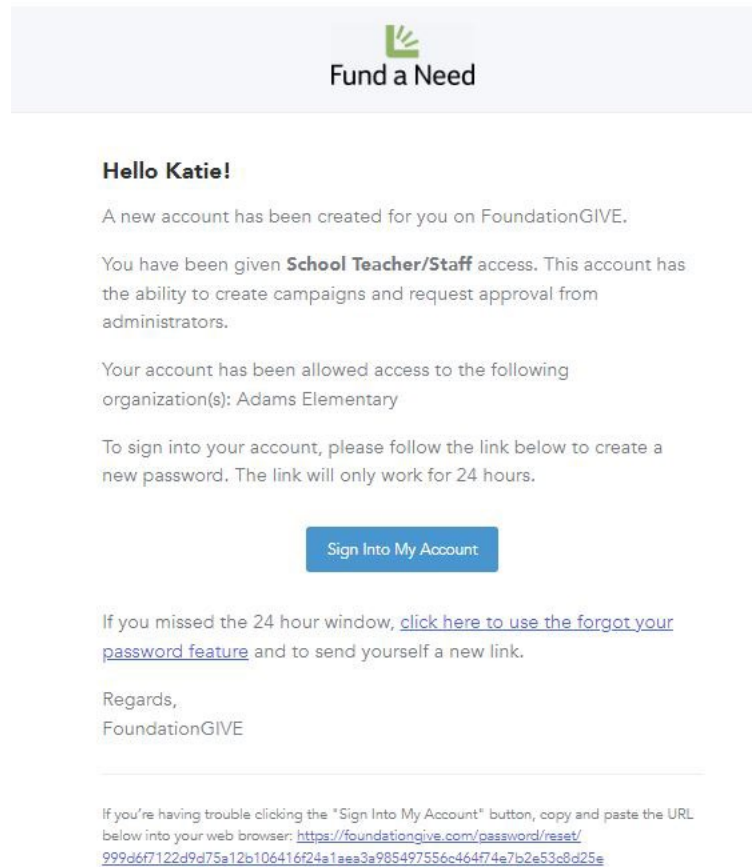
I'm not a robot 

Register

3. REGISTRATION CONFIRMATION

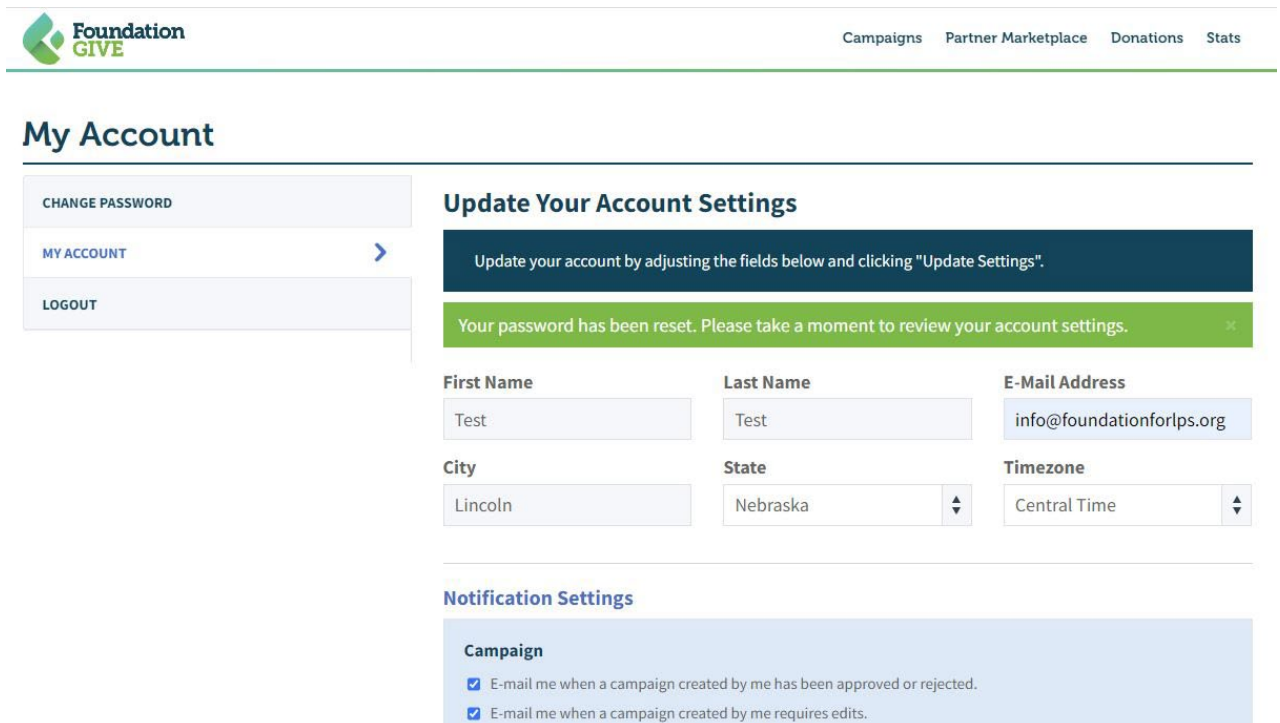
Your account will need to be approved by an administrator before your account is created and you are allowed access.

As soon as the Foundation verifies your credentials, you will receive an email inviting you to create a password and sign in. You have 24 hours to complete this step.



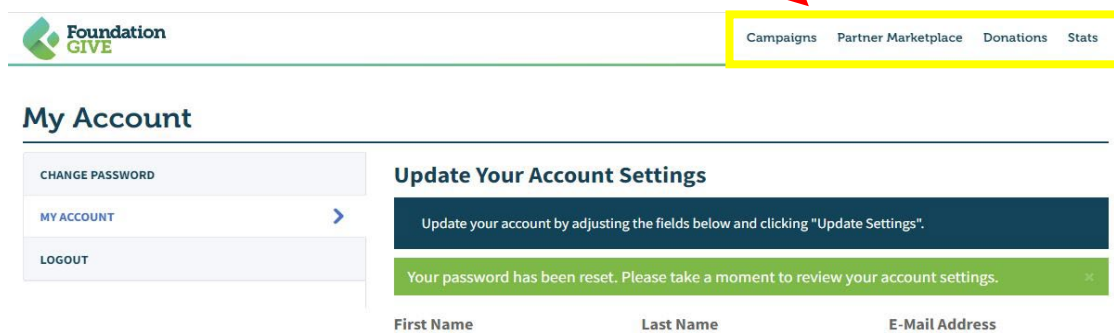
4. PASSWORD AND LOGIN

Follow the link in your email to create a password. You will automatically be taken to your "Account Settings" page and can begin using FoundationGIVE. You can access your account from: www.foundationgive.com/login.



FoundationGIVE Overview

When you first login to FoundationGIVE, you will see four different headings: **Campaigns, Partner Marketplace, Donations, and Stats**



1. CAMPAIGNS

When you click on **Campaigns**, you will be taken to your campaigns dashboard with a sidebar with several different fields. This menu represents the status of any campaign you have started. The number to the right shows you have many campaigns you have in each status. **Note:** not all items will appear, but rather those that currently apply.

STATUS OPTIONS

Pending Foundation Approval

The Foundation still needs to approve the campaign.

Pending School Approval

Your school's principal still needs to approve the campaign.

Requires Owner Edits

If your school or the Foundation rejects your campaign, they have the opportunity to let you know what you need to change to get it approved. If that's the case, those campaigns will be sent back to you under this heading. Clicking on this field will show every campaign that requires edits along with any notes.

Upcoming

Any campaign that has been approved, but has not yet reached the launch date.

Started/Public

Campaigns here are visible across the site. This includes both in progress and completed campaigns.

In Progress

Campaigns that have launched and can accept donations. You can edit or provide updates to any campaign in progress.

Completed

Campaigns that have reached one of their closing conditions.

Not Yet Submitted

Campaigns that you have started and saved but have not yet submitted for approval.

Rejected

Campaigns that have been rejected for any reason. This includes campaigns that have been rejected at both the school and Foundation level.

Hidden

Campaigns will appear as hidden if you have selected the hidden button in the campaign menu or your campaign has yet to be approved by your school or Foundation. Hidden campaigns are not visible to the public.

All Campaigns

All campaigns that you have ever created, at any stage.

FoundationGIVE Overview

2. PARTNER MARKETPLACE

The Partner Marketplace is where you can access materials and other in-kind opportunities that companies are making available to you as a teacher. The left hand bar will help you browse opportunities and track what you have already claimed.

Note: This feature is not currently being utilized!

3. DONATIONS

The donations tab will help you keep track of individual donations for your campaign. All donations will be automatically processed by the Foundation; this page is just for information purposes only.

Processed/Cleared

Donations that have already been taken into account and are credited to your campaign. You can scroll through this list. This is comprehensive list of all the donations that have been made to any campaign that you have created.

You can also run a report from this screen choosing which dates you want the report to cover. Any report you run will include the following information: Donation ID#, Date/Time, Campaign, School, Amount, Donor Name, whether or not Email Updates are enabled, Status of the Donation, and if the donation was given Online or Offline.

Refunded

Donations that have been refunded. You can export the data into a spreadsheet for your records. All refunds are processed by the Foundation for LPS.

Refunding

Donations that have asked to refund, but are still in process. You can export the data into a spreadsheet for your records.

Processing

Donation that has been submitted and is currently processing. Once a donation completes the processing process it will either go into Processed/Cleared or Failed. You can export the data into a spreadsheet for your records.

Failed

Donation that has failed to process. You can export the data into a spreadsheet for your records.

4. STATS

The stats page will give you a high-level summary of the campaigns that you have run and funds you have raised to date. You can use these stats to gauge your effectiveness or encourage those who have donated to your campaigns in the past.

Creating a Fund a Need Campaign

CREATING A CAMPAIGN

Once you are logged in, select **CAMPAIGNS** from the top menu, then click the blue **+ NEW CAMPAIGN** button.

The screenshot displays the user interface of the Foundation GIVE website. At the top left is the logo for Foundation GIVE. The top navigation bar includes links for 'Campaigns', 'Partner Marketplace', 'Donations', and 'Stats', with 'Campaigns' highlighted in a yellow box. Below this is a 'My Account' section with a user profile card for 'CHAN' and a secondary navigation bar with the same menu items. The main content area is titled 'Campaigns' and features a blue '+ New Campaign' button. On the left, there are filters for 'PENDING SCHOOL APPROVAL' (1) and 'ALL CAMPAIGNS (ANY STATUS)' (1). The main display area shows a dark blue header 'Displaying all campaigns.', a search bar with a 'Search' button, and an 'Order results by...' dropdown menu. A 'More Options / Export Data' dropdown is also visible at the bottom of the main display area.

Creating a Fund a Need Campaign

BEGIN FILLING OUT CAMPAIGN INFORMATION

Dashboard Me

Foundation GIVE Campaigns Partner Marketplace Donations Stats

Campaigns [+ New Campaign](#)

- PENDING SCHOOL APPROVAL 1
- ALL CAMPAIGNS (ANY STATUS) 1

[+ New Campaign](#)

New Campaign

Create a new campaign by completing the fields below and clicking "Save".

School Responsible for Campaign
-

Campaign Title
-

Campaign URL Slug
(L.e. <https://foundationgive.com/campaigns/SLUG>)
-

Goal/Need Amount
\$ 0.00 Default goal with all fees \$0.00

Start Date and Time (Central Time)
2024-05-24 10:54:17

How long will it last?

- Until provided end date/time, even if donations exceed need amount.
- Until need amount is reached or campaign has been active for 5 months, whichever comes first.
- Until need amount is reached or campaign reaches provided end date/time, whichever comes first.

End Date and Time (Central Time)
2024-07-05 13:00:00

Tags / Categories
-

Summary / Description of Need

Ambient Art

Used as a background image for the campaign header. Files must have a minimum width of 1200 pixels and a minimum height of 480 pixels. File must be in JPG, PNG, or GIF format. File must not be larger than 5MB in file size.

[Upload New Image](#) Or choose an image below.

Creating a Fund a Need Campaign

1. SCHOOL RESPONSIBLE FOR CAMPAIGN

Select the school or LPS department that you are a part of.

New Campaign

Create a new campaign by completing the fields below and clicking "Save".

School Responsible for Campaign

2. CAMPAIGN TITLE / URL SLUG

Create a descriptive campaign title, making sure it is unique enough for people to be able to identify it as *your* campaign, but not so unique that they do not know what you are raising funds for.

The URL Slug is the unique link for your campaign. This link will auto populate based on the title you create for your campaign. If you choose to, you can edit it.

Campaign Title

Campaign URL Slug

(i.e. <https://foundationgive.com/campaigns/SLUG>)

3. GOAL / NEED AMOUNT

Set the amount you are seeking to raise for your campaign.

To the right of the goal box is a number that changes based on the amount you put into the box. This number accounts for platform and credit card fees. This is the amount that will be displayed to the public. When your campaign is successfully funded, you will receive the amount you requested in the "Goal / Amount Needed" box.

Goal/Need Amount

\$

Displayed goal with all fees:

\$0.00

Creating a Fund a Need Campaign

4. START, ENDING DATE AND CAMPAIGN CLOSING CONDITIONS

Choose your campaign start and end date. To pick your dates, click the calendar icon to the right of the date-time selection box. Select your date on the calendar and click the clock below to select the time you want the campaign to start.

Start Date and Time (Central Time)

2024-05-27 09:51:48



How long will it last?

- Until provided end date/time, even if donations exceed need amount.
- Until need amount is reached or campaign has been active for 5 months, whichever comes first.
- Until need amount is reached or campaign reaches provided end date/time, whichever comes first.

End Date and Time (Central Time)

2024-07-31 13:00:00



You have three options under the **How long will it last?** section:

- **Until provided end date/time, even if donations exceed need amount.**
Selecting this option will have the campaign end at the time you select, even if donations exceed the amount you asked for.
- **Until need amount is reached or campaign has been active for 5 months, whichever comes first.**
Selecting this option will allow you to run your campaign longer. Keep in mind that deadlines create urgency, so unless you are absolutely going to need all of the time, a shorter campaign is typically better. If you select this option, your end date will be auto selected for 5 months after your campaign's start date.
- **Until need amount is reached or campaign reaches provided end date/time, whichever comes first.**
This is the standard use case for a campaign. This will also allow you to receive your funds more quickly than choosing your first option if your campaign is fully funded before your selected end date.

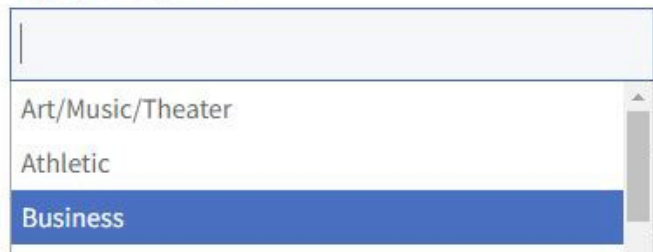
Creating a Fund a Need Campaign

5. SELECTING TAGS/CATEGORIES

Tags will help your campaign become more visible for people who are looking to fund specific types of projects. Select all relevant tags from the drop down menu. You can tag your campaign as:

Art/Music/Theater, Athletic, Business, Family/Consumer Science, Family Needs, Foreign Language, Gifted, Health/Physical Education, Industrial Technology, Library/Media, Literature/Writing/Speaking, Math, Science, Social Studies, Special Needs, Technology, Other.

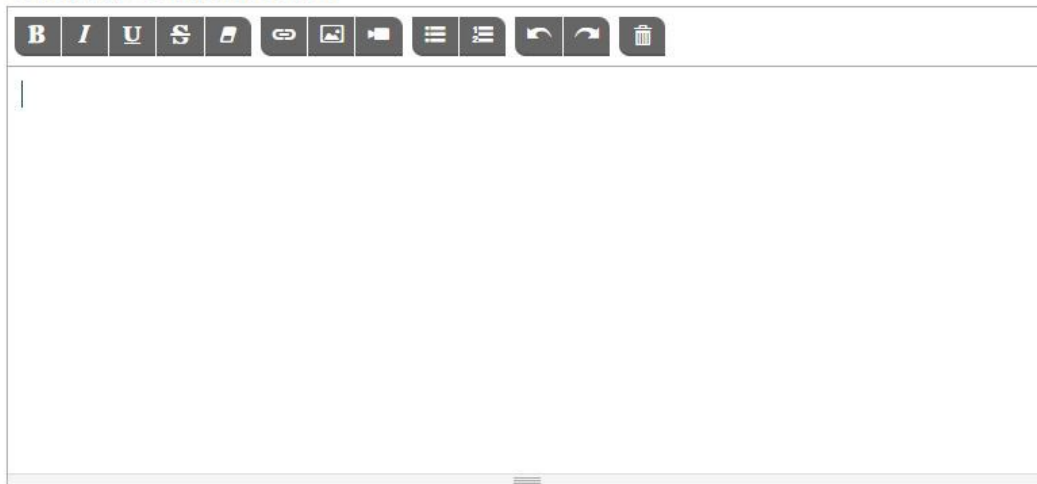
Tags / Categories



6. SUMMARY/DESCRIPTION OF NEED

This is where you describe what you are fundraising for. Be creative and specific - this is what potential donors will see to learn about your campaign. You can insert links, images, and videos to help describe your campaign.

Summary / Description of Need



Summary / Description of Need



Use these features in the tool bar to add links, images, or videos to your summary.


- Images may be in JPG, PNG, or GIF formats
- Videos can be linked from YouTube, Vimeo, or Instagram

Creating a Fund a Need Campaign

7. AMBIENT ART

Your ambient art is the image that will appear as the backdrop on the top of your campaign webpage. You can choose from the available stock images or upload one of your own.

Ambient Art



Used as a background image for the campaign header. Files must have a minimum width of 1200 pixels and a minimum height of 480 pixels. File must be in JPG, PNG, or GIF format. File must not be larger than 5MB in file size.

[Upload New Image](#) Or choose an image below.




Image will be replaced with *the selected image* on save. [Clear / Revert]

If you would like to use your own image, have the image ready on your computer desktop. The minimum image size in 1200 x 480 pixels. To upload it, click on the green **Upload New Image** box.

8. SAVING / SUBMITTING

If you are not ready to submit your campaign for approval and want to edit it later, click the blue **Save Campaign** button. You'll be able to return to it at any time.

If you are ready to submit your campaign, click the green **Save and Submit for Approval** button. This will send your campaign to your school administration for approval.



Fund a Need Campaign Example

This is an example of what a public-facing Fund a Need campaign looks like.

Your school's logo auto-populates

A clear, concise title

Direct campaign URL to easily copy and share

Choose a goal that feels like a stretch, but still attainable in your timeframe

Chosen ambient art

Irving One Book One Family 2023-24
Irving Middle School

Share | Tweet | <https://foundationgive.d...> Copy

86% Funded

Ends Saturday, June 1st, 2024 at 1:00 PM

Total Donation Goal
\$5,131
\$4,430.00 Funded

Foundation Website

24
FEB

About this Campaign

Irving One Book One Family is a book club that students in grades 6-8 can participate in with an adult family member. Once a month the entire group is given a book. The student and parent read their copy of the book and we gather in the evening one time a month, to discuss the book, participate in other literacy activities, or host guest speakers.

Reading quality literature together with their adult, builds important connections between students, their parents, and school. We create a non-threatening environment of acceptance to hold higher level discussions about this excellent literature. This pushes students and parents to read "outside their comfort zone" and leads to wonderful discussions and diversity of opinions. After our discussion we like to share a light dinner and continue to build our connections with each other.

Funding covers both the purchase of the books as well as helps us provide a light dinner. Our budget helps determine how many students can be served by this group. Right now we have 20 students and their parents in the club. Requesting \$2,500 plus cost reimbursement.

This campaign still needs
\$701.13
within **1 week!**

Donate

Donation History

RECENT	LARGEST
Anonymous	\$1,000
Derek Chollet	\$500
Lindsay Rogers	\$50
Petronela Radu	\$30
D F Dillon Foundation	\$2,700
Joshua Brown Kramer	\$125
Wilma Daddario	\$25

A brief, but descriptive, summary about your campaign. Describe the program or need and exactly what the funding will do.

Easily view all donors to your campaign.

Fund a Need Campaign Summary Examples

This is an example of a well-written Fund a Need campaign summary.

CONTENTS

- Help the donor picture themselves giving: "Your gifts will..."
- Clearly explain what their gifts will purchase
- Describe the need
- Talk about your school
- Explain the cost requested

EXAMPLE 1

Each year, kindergarten students walk from Elliott Elementary School to the Lincoln Children's Zoo. Last school year, as a community service gesture, fifth graders accompanied kindergarten students on their walk to the zoo. When the zoo trip ended, fifth graders walked back to the zoo to provide kindergarten students a hand to hold on the return trip.

The partnership was lovely and so helpful to kindergarten teachers. Your gifts will make it possible this year for fifth grade students to remain with kindergarten students for the duration of the zoo visit. Not only will the opportunity provide a rich service, leadership and community experience, but it would also enhance science and literacy connections for fifth grade students. The literacy connections will be especially strong in the final unit of the year, which is perfect timing for the partnering experience. The cost for the experience is limited to the admission fee of \$8.95, for an estimated 55 students. Requesting \$492.25 plus cost reimbursement.

EXAMPLE 2

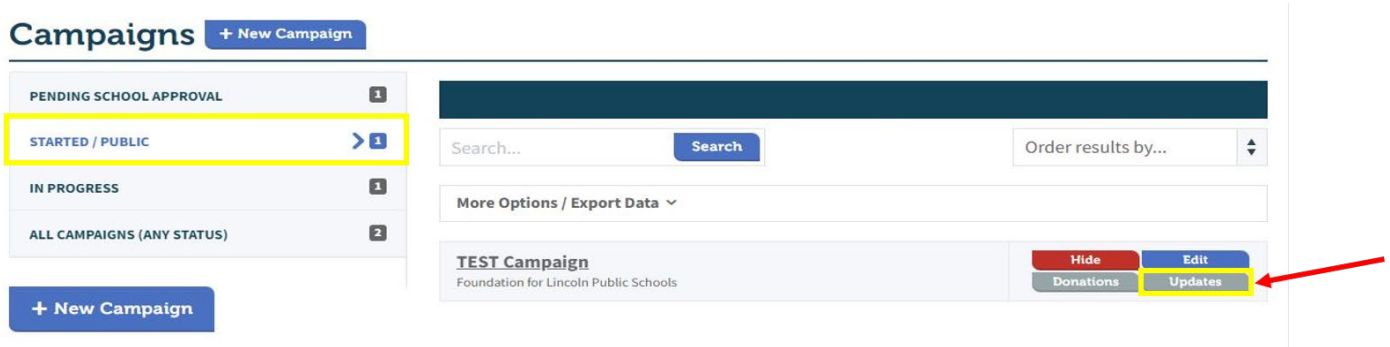
The Bryan Community is an alternative high school program that offers new ways to engage students who have been previously challenged with traditional schooling. By focusing on learning and career planning, we help students understand how their own experience and expertise can contribute to a classroom, job, or community. We push students to learn new skills and information and build new connections to careers and community through various experiences. We are preparing our students with the skills to be "student ready" each day so that they can transfer those skills to their future plans. In order to prepare them with the needed supplies to be successful, we are requesting funds to cover the cost of providing every student with a binder and the supplies to organize their binders (i.e. dividers, pencil bags, plastic sleeves, post-it notes). These binders will help our students to be ready for each class, and organized to be academically successful. Your donation will benefit up to 150 students. Thank you for helping our program to make this happen. Requesting \$2,500 plus cost reimbursement.

Creating a Fund a Need Campaign Update

Campaign updates are incredibly useful to keep your donors engage and even encourage them to increase the amount of support for your project. It's also a way to thank donors after the campaign has ended to share how their gifts have made a difference.

1. NAVIGATE TO THE CAMPAIGNS PAGE

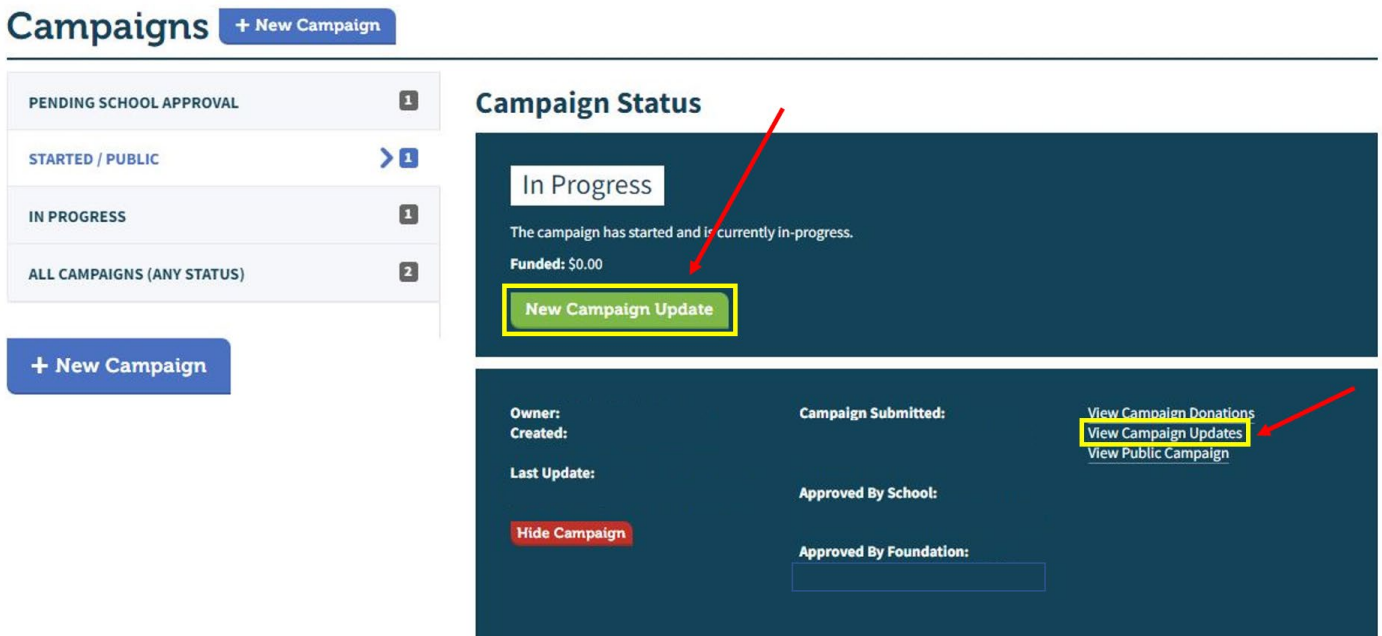
Find the campaign you would like to provide and update for in the "Started/Public" section.



The screenshot shows the 'Campaigns' dashboard. On the left, a sidebar contains filters: 'PENDING SCHOOL APPROVAL' (1), 'STARTED / PUBLIC' (1), 'IN PROGRESS' (1), and 'ALL CAMPAIGNS (ANY STATUS)' (2). The 'STARTED / PUBLIC' filter is highlighted with a yellow box. Below the filters is a '+ New Campaign' button. The main content area has a search bar, an 'Order results by...' dropdown, and a 'More Options / Export Data' dropdown. A campaign card for 'TEST Campaign' (Foundation for Lincoln Public Schools) is shown. On the right side of the card, there are buttons for 'Hide', 'Edit', 'Donations', and 'Updates'. The 'Updates' button is highlighted with a yellow box and a red arrow points to it from the right.

2. NAVIGATE TO THE UPDATES PAGE

Click on **Updates** on the campaign dashboard page (see above) OR click into the campaign and click the green **New Campaign Update** button at the top or **View Campaign Updates** on the right (see below).



The screenshot shows the 'Campaign Status' page. On the left, the same filter sidebar is visible, with 'STARTED / PUBLIC' (1) selected. The main content area has a dark blue header with 'In Progress' and a description: 'The campaign has started and is currently in-progress.' Below this is 'Funded: \$0.00' and a green 'New Campaign Update' button highlighted with a yellow box. A red arrow points to this button from the left. Below the header is a section with various fields: 'Owner:', 'Created:', 'Last Update:', 'Campaign Submitted:', 'Approved By School:', and 'Approved By Foundation:'. On the right side of this section, there are three links: 'View Campaign Donations', 'View Campaign Updates' (highlighted with a yellow box and a red arrow from the right), and 'View Public Campaign'.

Creating a Fund a Need Campaign Update

3. CREATE THE CAMPAIGN UPDATE

Campaign Updates + New Campaign Update

TEST Campaign

PUBLIC UPDATES 0

DISABLED UPDATES 0

ALL UPDATES (ANY STATUS) 0

+ New Campaign Update

Updates for:
TEST Campaign
Foundation for Lincoln Public Schools Foundation for Lincoln Public Schools

New Campaign Update

Create a new campaign update by completing the fields below and clicking "Save".

Published Date and Time (Central Time)

2024-05-24 12:57:20

Update Content

B *I* U ~~S~~

Send notifications about this update?

Yes, send notifications about this update now.
Note: Notifications for this campaign update have not yet been sent.
Updates scheduled for the future will not be automatically sent.

Cancel Save Campaign Update

- **Published Date and Time:** Select the date and time you'd like to publish the campaign update.
- **Update Content:** Provide a campaign update. You can include pictures and videos.
- **Send Notifications About This Update?** Check the box to send the update now. Otherwise, un-check to save the draft.
- **Save Campaign Update:** Click to either send the update or save for later.

Fund a Need Campaign Update Examples

EXAMPLE 1: Thank you

A huge **THANK YOU** to all who donated and helped us reach our goal!!!

We are beyond thrilled to be able to provide a quality experience for our students as we continue to build our new program. Your donations will help with costumes, props, and set for our upcoming show Lafayette No. 1. Our students have been hard at work rehearsing, building and painting the set, and creating props, and we wouldn't be where we are today without you!

Thank you all again for your generous donations and supporting performing arts education at LNW! We hope to see you in the audience for our public performance on November 14th.

EXAMPLE 2: Thank you

We want to say a big thank you to all of the people who supported our campaign! Because of you, every child got to take a book home that they helped write. The kids had a wonderful time learning together while creating this amazing book! Students set goals for their future while getting to see themselves as writers! Thank you so much!

EXAMPLE 3: Match update

Good news! Wayne's Body Shop has issued a fundraising challenge for the Lincoln High Slam Poetry Community. If we can raise \$2,000, they will match that amount, essentially doubling our funding. Please consider giving or please spread the word.

EXAMPLE 4: Encouragement before deadline

We want to thank the generous donors who have helped us get closer to our goal! We are so close to being able to purchase a book for each student so they will be able to take home a published copy of the book they helped write. Our scholars are so excited to start their books this coming week!

Thank you!!



Editing, Hiding, and Closing Fund a Need Campaigns

EDITING CAMPAIGNS

There are a couple of reasons you may want to edit a campaign. All campaign edits are done in the campaign page.

- **Editing and Resubmitting**

If your campaign is rejected by the school or Foundation, you will need to make adjustments based on their feedback (seen in the "Campaign Status" section).

- **Editing the End Date or Options**

You can change the campaign end date or closing conditions at any time.

- **Editing the Description**

If you have new information or want to add a picture to your campaign summary, you can do so at any time.

After all edits have been made, be sure to click the **Save** button at the bottom.

HIDING CAMPAIGNS

Hiding your campaign will allow you to take it off of the published/public view and bring it back "online" when you're ready. This will not alter any of your current campaign information.

Navigate to your campaign dashboard. Click the red **Hide** button next to the campaign. Then select **That's what I want** in the pop-up window.

The screenshot shows a campaign card for "TEST Campaign" by the "Foundation for Lincoln Public Schools". On the right side of the card, there are four buttons: "Hide" (red, highlighted with a yellow box), "Edit" (blue), "Donations" (grey), and "Updates" (grey). Below the card, a modal window titled "Unpublish Campaign?" is open. The modal contains the text: "The campaign will be hidden from all public-facing pages. Another option may be to end the campaign early by adjusting the end date if you want to keep it accessible." At the bottom of the modal, there are two buttons: "Didn't meant to do that" (grey) and "That's what I want" (green).

CLOSING CAMPAIGNS

If you'd like to officially close your campaign early, you may do so by changing the End Date and Time to the current date and time. This will immediately close your campaign. It cannot be re-opened.

Fund a Need Social Media and Marketing Guide

The Foundation for LPS keeps an active [Facebook page](#) just for posting Fund a Need campaigns. Every approved campaign gets posted to this page with the LPS school tagged. You will receive an email from a Foundation for LPS staff member when your campaign has been posted on Facebook. Because of district policy, **this is the only way your school's Facebook page can share the campaign.** Additionally, you can post directly about it from your personal social media channels.

The secret to successful Fund a Need campaigns is SHARING! How do you not only maximize the exposure of your campaign, but help your campaign get funded? Review these helpful tips to make your campaign a success.

1. CAMPAIGN SET UP

- Clearly describe what the funding will be used for and what the outcomes of this campaign will be. Potential donors want to make the most of their gifts and the more clearly you can demonstrate your need, the better donors feel about making a gift.
- Use photos or video to help tell your story. You can upload as many photos as you'd like to your campaign page and share any video you post to YouTube or Vimeo.
- The most successful campaigns are 6-8 weeks and have a plan for promotion ready before the campaign launches. It's never too early to prepare your campaign updates!

2. ESTABLISH YOUR SOCIAL MEDIA PRESENCE

Crowdfunding works by sharing your need with an audience of people who are most likely to also care about your cause or initiative. Start with friends, parents, and community leaders you are already connected with on social media.

Increasing your social influence makes a huge difference on your success, as it directly impacts the number of people who see your project. It's easy to share the unique URL for your campaign right from your campaign's landing page.

- Consider joining Facebook, Instagram, and X (Twitter) if you are not already active on these platforms.
- If you are already active, make sure to share your campaign once you have launched.
- Stay in touch! Provide regular updates on progress to keep followers engaged.

Fund a Need Social Media and Marketing Guide

3. BUILD A NETWORK OF SUPPORTERS

Having a small group of allies to increase awareness of your project will give you access to not only your circle of influence on the web, but also theirs.

- ❑ Establish what you need your allies to do: give, share, comment, like, and promote your campaign on social media. Popularize awareness of the issue as something they also care about.
- ❑ Email friends, family members, and work acquaintances explaining the project and what you are asking of them. Personalize the ask to each audience.
- ❑ Consider approaching local businesses or community leaders who would be willing to lend their audience or additional funding to your cause.
- ❑ Update your social media bios to include a link to your campaign.



It's easy to share your project right from your campaign landing page.

4. CONTINUE THE CONVERSATION

The work doesn't end when your campaign launches! Be ready to post updates to your campaign page. You can share these updates on social media. FoundationGIVE will also send your update via email to all current donors in your campaign.

- ❑ Reinforce the positive impact of funding your project.
- ❑ Share progress! Celebrate being half way to your goal or other milestones.
- ❑ Increase urgency with a strong call to action:
 - Give now
 - Your support will...
 - Act now, our campaign will be closing soon!

Suggested Posting Frequency

Facebook: 2 - 4 times/week for 2 weeks

Instagram: 4-6 times/week for 2 weeks

X (Twitter): 4-6 times/week for 2 weeks

Email: 1 time/week for 4 weeks

After your Fund a Need Campaign Ends

1. WRAP-UP EMAIL

After your campaign ends, you will receive a follow-up email from a Foundation for LPS staff member.

This email includes:

- Spendable balance
- How to access funds
- Thanking donors

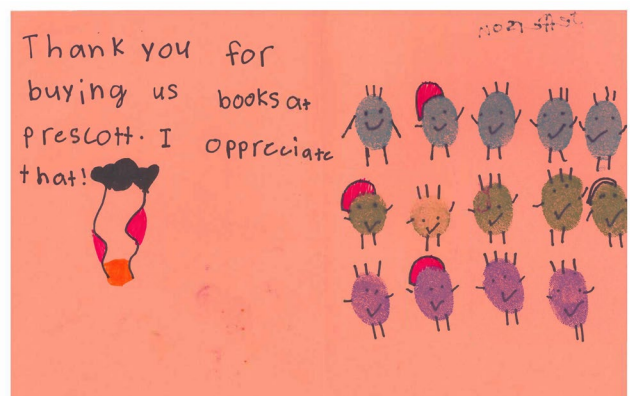
2. THANKING DONORS

It is vitally important to the Foundation for LPS that you thank donors who have given gifts to your Fund a Need campaign. Campaign owners have two thank you options:

- 1) Create a **campaign update** to email all donors to the campaign.
- 2) Send **handwritten thank you notes** to Foundation for LPS staff member, Katie Romey, at the district office, Foundation Box 4 via interoffice mail. As policy, the Foundation cannot give out donor contact information, but we are able to forward along any thank you notes or pictures.

Donors love to see photographs of projects they fund, so please take photos of students and the project. Be certain to have permission to use students in photos!

Dear
Thank you for your contributions to generously provide an incredible experience for our EL Students! They LOVED illustrator Chloe's presentation! They are still talking about it and feel more inspired to pursue goals that seem impossible for them right now. It was a true gift!



Fund a Need FAQs

Foundation for LPS Fund a Need Contact:

Katie Romey, Development Manager

kaitlin.romey@lps.org

402-436-1683

- **What is Fund a Need?**

Fund a Need is a unique crowdfunding platform that LPS teachers and staff can use to raise money for classroom needs.

- **What is FoundationGIVE?**

FoundationGIVE is the parent website that manages the Fund a Need program.

- **How does it work?**

Once users are approved, you can log in into the easy-to-use Fund a Need site and create a unique campaign (proposal) outlining the need(s). After the campaign has been approved, it can be shared easily through email and across social media platforms where donors are able to give directly to a campaign.

- **Who can create a Fund a Need campaign?**

Any Lincoln Public Schools employee can create a Fund a Need campaign. Additionally, any LPS PTO or Booster organization can create a Fund a Need campaign.

- **What can I request from a Fund a Need campaign?**

Requests vary greatly depending on school and classroom needs. Some examples of previous campaign requests include: musical instruments, books, yearbook support, transportation and entrance fees for field trips, staff appreciation, theater and vocal music needs, art supplies, classroom technology, playground renovations, classroom supplies, grounds keeping/garden upkeep, and t-shirts.

- **Is there anything I can't request from a Fund a Need campaign?**

Per LPS guidelines, Fund a Need campaigns cannot request funds for wages, salaries, stipends, or honorariums.

- **What information do I need to know before I create a Fund a Need campaign?**

You will need to provide a:

- Campaign Title - make sure this is easily understandable
- Goal / Need Amount
- Start Date & Time
- End Date & Time
- Summary / Description of Need
- Campaign image(s) (stock images available)

- **Is there a minimum or maximum amount needed to create a Fund a Need campaign?**

No, there is no minimum or maximum amount for a campaign. Most campaigns are in the \$150 - \$5,000 range.

Fund a Need FAQs

- **What is the suggested length of time for my Fund a Need campaign?**

The end date and time is completely up to you. The Foundation suggests giving yourself enough time to promote and share the campaign. Do not create a campaign where the funds are needed immediately.

- **Do Fund a Need campaigns need approval?**

Yes. All Fund a Need campaigns go through two rounds of approval - first by the school's principal and second by the Foundation.

- **Do Fund a Need campaigns ever get rejected?**

Yes. Sometimes Fund a Need campaigns get rejected. This could be for a few reasons:

- Your campaign includes a request for wages, salaries, stipends, or honorariums.
- Your campaign was not approved by your principal. Sometimes this is due to other funds being used for the same purpose or limiting the number of field trips.
- Your campaign was not reviewed by your principal in the specified amount of time.

- **Can I re-submit a rejected Fund a Need campaign?**

Depending on the reason for rejection, a Fund a Need campaign may be eligible for resubmission.

- **Does the Foundation take fees on Fund a Need campaigns?**

Yes. The Foundation assesses a cost reimbursement fee on all Fund a Need campaign goals or funded amounts. This directly supports the maintenance of the Fund a Need website and staff time to manage the program. All fees are automatically built into the "Goal / Needed Amount" when the campaign is created.

- **How do I get the money that was raised from my campaign?**

Requests for funds from a Fund a Need campaign must be made through the Foundation using this [LINK](#).

- **Can I request funds from the campaign before the campaign has ended?**

No. Requests for funds from a Fund a Need campaign cannot be processed until the campaign has ended.

- **Do I have to use the funds by a certain time?**

No, but we encourage funds to be used in a timely manner.

- **What if my Fund a Need campaign doesn't reach its goal?**

Depending on the amount raised, the campaign owner will still be able to request the spendable balance.

As policy, if the campaign raises \$100 or less (and the original goal was more than \$100) the raised funds will automatically be put into your school's Fund for Excellence fund.

Fund a Need FAQs

- **My campaign raised \$100 or less and was put into my school's Fund for Excellence - can I still request these funds for the original campaign purpose?**

Yes. Talk to your school's principal or executive secretary about requesting funds from your school's Fund for Excellence.
- **Can I view my Fund a Need campaign balance on FoundationGIVE?**

No. Fund balances are not viewable in FoundationGIVE. All fund balance questions must be made through the Foundation at accounting@foundationforlps.org.
- **How do I thank donors to my Fund a Need campaign?**

We strongly encourage campaign owners to thank donors in a prompt manner. This can be done in two ways:

 - Create an electronic "Campaign Update" through your Fund a Need campaign page on FoundationGIVE.
 - Send handwritten thank you notes, pictures, or cards via interoffice mail to Katie Romey, Foundation Box 4, at the Steve Joel District Leadership Center.
- **Can I mail donors thank you notes directly?**

No. Per Foundation policy, we do not disclose donor contact information.
- **How do I thank an anonymous donor?**

Many donors choose to remain anonymous, however, they are visible to Foundation staff. The only way to thank anonymous donors is to utilize the "Campaign Update" feature on FoundationGIVE or send non-addressed handwritten notes to Katie Romey, Foundation Box 4, at the LPS District Office.
- **How can I be sure my campaign gets fully funded?**

The Foundation cannot guarantee that every Fund a Need campaign will be fully funded. The best way to solicit donations to your campaign is by SHARING!

 - Sharing on social media
 - Sharing via email
 - Sharing at school events (dependent on school policy)
 - Sharing via school communications (dependent on school policy)
- **Will the Foundation promote my Fund a Need campaign?**

The Foundation posts all Fund a Need campaigns on our Fund a Need Facebook page. You will receive an email once it has been posted. All Facebook posts are tagged with your school's Facebook account and from there, your school can share on their Facebook page. Campaign owners are responsible for sharing the campaign.
- **Will the Foundation fundraise for my Fund a Need campaign?**

No. Because of the large number of Fund a Need campaigns created annually, Foundation staff cannot fundraise for specific campaigns.

Fund a Need FAQs

- **Can someone write a check for a donation to a Fund a Need campaign?**

We highly encourage all donors to give through the Fund a Need campaign webpage. However, the Foundation will accept checks for Fund a Need campaigns and process them as an offline gift and post them to your Fund a Need campaign page.

- **Can I use funds for a different purpose than what my Fund a Need campaign outlined?**

No. Funds may only be used for the original purpose of your Fund a Need campaign. The Foundation follows a strict donor intent policy on all donations.

- **What if I can't use my funds for the original purpose outlined in the Fund a Need campaign?**

The Foundation will review differing fund requests on a rare case-by-case basis.

- **I set up a Fund a Need campaign, but am no longer at my school - can I change the campaign owner?**

Yes. Please contact Katie Romey at the Foundation to update a Fund a Need campaign owner.

- **My campaign ended, but I want to keep fundraising for the same purpose - can I re-open the campaign?**

You are welcome to continue fundraising for the same purpose as a previously ended campaign, however, you'll need to create a new campaign. The Foundation cannot re-open a campaign after it has ended.