



Teacher User Guide

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Teacher Quick Start Guide: How to Register

1. CREATE AN ACCOUNT

Go to www.FoundationGIVE.com, click on **EDUCATORS & FOUNDATIONS > TEACHERS**



2. REGISTER

Select your Account Type – Teacher/Staff

Find Your School – select from the drop down or begin typing your school name

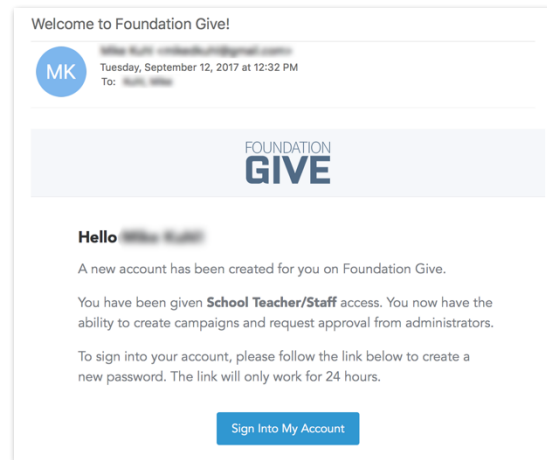
Provide your contact information, verify everything is correct and click **REGISTER**.

A screenshot of the Foundation GIVE registration form. The form is titled 'Register' and includes instructions for users. It features a dropdown menu for 'Your Account Type' with 'School Teacher / Staff' selected. Below this is a 'Find Your School' dropdown menu. The form also includes fields for 'Name', 'Phone # (555-555-5555)', 'E-Mail Address', 'City', 'State', and 'Timezone'. A 'REGISTER' button is located at the bottom of the form.

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 your administrator verifies your credentials, you will receive an email inviting you to sign in. You will have 24 hours to complete this step.



4. PASSWORD AND LOGIN

Follow the link and create a password. You will automatically be taken to your “My Account” page and can begin using FoundationGIVE. You can access your account from www.FoundationGIVE.com/login or from the **MANAGEMENT LOGIN** on any page.

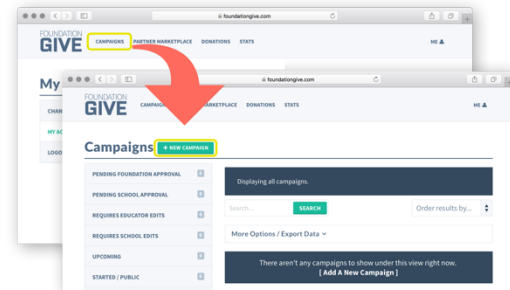
A screenshot of the Foundation GIVE 'My Account' page. The page is titled 'My Account' and includes sections for 'CHANGE PASSWORD', 'MY ACCOUNT', and 'LOGOUT'. The 'Update Your Account Settings' section is active, showing fields for 'Name', 'E-Mail Address', 'City', 'State', and 'Timezone'. Below this is a 'Notification Settings' section with a 'Campaign' subsection containing two checked options: 'E-mail me when a campaign created by me has been approved or rejected' and 'E-mail me when a campaign created by me requires edits'.

Teacher Quick Start Guide: Create a Campaign

1. CAMPAIGN SETUP

After logging in, select **CAMPAIGN** from the top menu, then **+ NEW CAMPAIGN**.

This will take you to the **Campaign Builder Page**.



2. CAMPAIGN BUILDER

Selecting Your School and Give Your Campaign a Title.

Your title can be anything, but it should include what you are fundraising for. The campaign URL will be generated based on this. This URL will be where people can go to view your live campaign.

Set your Goal/Need Amount. This is the total amount you will need to fund your initiative. The credit card and processing fees will be built into the published goal, so you won't need to worry about computing this.

Timing and Tagging. Create a start and end date. Tags will help your foundation promote your campaign and make it easier for people to find and donate. You can select as many tags as you see fit.

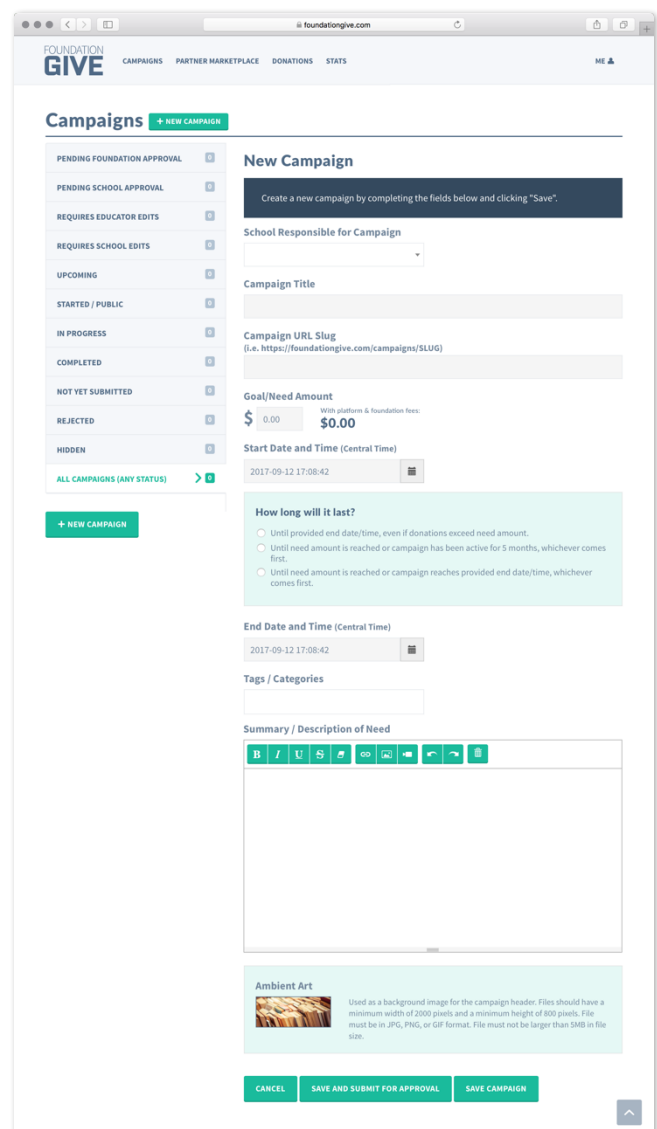
Project Description. Use the **Summary / Description of Need** editor to provide text, photos or videos outlining your need. Be creative— this is what potential donors will see to learn about your campaign.

When you are happy with your campaign, you can choose to **Save** or **Save and Submit For Approval**. Based on your school districts preferences, your building administration or foundation will approve or request edits to your campaign.

3. GO LIVE!

When your campaign has been approved and your start date has been reached, your campaign will be publically available from your Campaign URL. Be sure and share this link on social media and in your classroom to solicit donations. Work with your foundation to explore other ways of promoting and encouraging donations.

The status of your campaigns will always be available by browsing the left hand menu.



Fund a Need

Write a headline that is descriptive & eye catching

The screenshot shows a campaign page on the 'Fund a Need' platform. The main headline is 'Putting Instruments in Students' Hands for the String Project'. Below the headline, it says '0% Funded' and 'Total Donation Goal \$3,817'. A 'DONATE' button is visible. The page includes an 'About this Campaign' section with a photo of students playing violins and a description of the program. A 'Similar Campaigns' section is also visible.

Write to your donors

200 words or shorter is a good length

Choose a goal that feels like a stretch but is still attainable. \$1,000 and lower tend to be the most successful.

The example below has all the elements of a good campaign

- Help the donor picture themselves giving: **"Your gifts will ..."**
- **Clearly explain what their gifts will purchase:**
- **Describe the need:**

Currently Hartley students receive two different activity breaks throughout the school day. During the lunch time activity break, students only receive 10 minutes of activity time due to handing out lunch cards. **Your gifts will** help us purchase a finger scanner to identify students as they go through the lunch line to pay for their lunches. This device will give our students an extra five minutes of activity time during their lunch activity break.

Our overweight and obesity numbers for the last three years average 39 percent of our students. We are currently trending down by 1 percent each of the last three years, but the purchase of a finger scanner would help decrease the percentage of students that are overweight and obese.

Creating a New Crowdfunding Campaign

This section will help you create and customize a new crowdfunding campaign. Once you are logged in, start a new campaign by clicking the green **+ New Campaign** button located to the right of the Campaigns header. This will take you to the New Campaign Screen.

The screenshot displays the 'New Campaign' form on the Foundation Give website. The page layout includes a top navigation bar with 'FOUNDATION GIVE' and menu items like 'CAMPAIGNS', 'PARTNER MARKETPLACE', 'DONATIONS', and 'STATS'. A sidebar on the left lists various campaign statuses with counts, such as 'PENDING FOUNDATION APPROVAL' (0) and 'COMPLETED' (0). A green '+ NEW CAMPAIGN' button is located in the sidebar. The main content area is titled 'New Campaign' and contains the following fields and sections:

- Instructions:** A dark blue box stating 'Create a new campaign by completing the fields below and clicking "Save".'
- School Responsible for Campaign:** A dropdown menu.
- Campaign Title:** A text input field.
- Campaign URL Slug:** A text input field with a note: '(i.e. https://foundationgive.com/campaigns/SLUG)'
- Goal/Need Amount:** A field showing '\$ 0.00' and '\$0.00' with a note 'With platform & foundation fees:'.
- Start Date and Time (Central Time):** A date/time picker set to '2017-09-12 17:08:42'.
- How long will it last?:** A section with three radio button options:
 - 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):** A date/time picker set to '2017-09-12 17:08:42'.
- Tags / Categories:** A text input field.
- Summary / Description of Need:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Link, Image, Video, Unlink, and Undo.
- Ambient Art:** A section with a small image of books and text: 'Used as a background image for the campaign header. Files should have a minimum width of 2000 pixels and a minimum height of 800 pixels. File must be in JPG, PNG, or GIF format. File must not be larger than 5MB in file size.'

At the bottom of the form, there are three buttons: 'CANCEL', 'SAVE AND SUBMIT FOR APPROVAL', and 'SAVE CAMPAIGN'. A small upward arrow icon is located in the bottom right corner of the form area.

1. SCHOOL RESPONSIBLE FOR CAMPAIGN

The first thing to do when creating a new campaign is to select the school that you are a part of. You can do this by selecting from the drop down menu or typing the name of your school.

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 and enter it into the box below the Campaign Title heading. Make sure the title 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

This is where you will set the amount your campaign will need to raise.

You'll notice to the right of the box you enter the amount you are trying to raise for the campaign 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 amount that will be displayed to the public. When your campaign is successfully funded, you will receive the amount you requested in the under the Goal/Need Amount.

Goal/Need Amount


\$ With platform & foundation fees: **\$0.00**

4. START, ENDING DATE AND CAMPAIGN CLOSING CONDITIONS

This is where you will choose the date your campaign starts and ends.

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)

2017-09-12 17:08:42 


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)

2017-09-12 17:08:42 

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 receive your funds more quickly than choosing your first option if your campaign is fully funded before your selected end date.

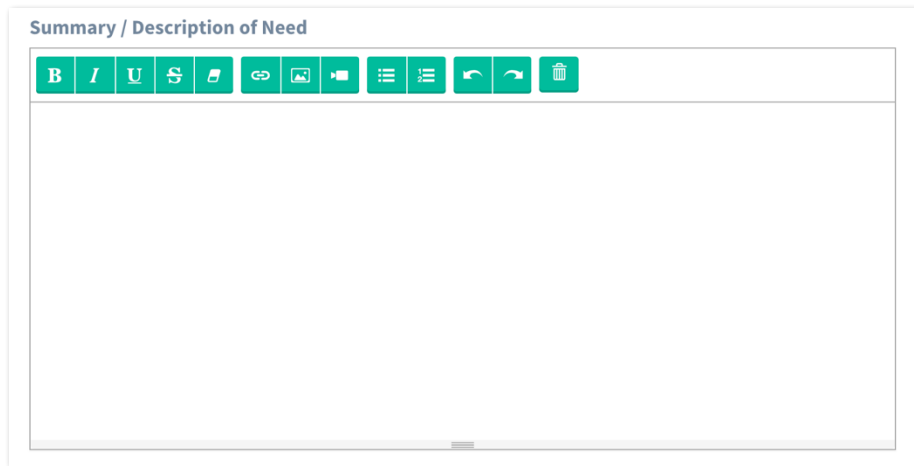
5. SELECTING TAGS/CATEGORIES

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, Gifted, Health/Physical Education, Industrial Technology, Library/Media, Literature/Writing/Speaking, Math, Science, Social Studies, Special Needs, Technology, and Other.**

Tags / Categories

6. SUMMARY/DESCRIPTION OF NEED

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

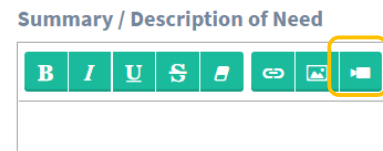
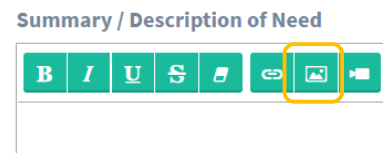


Adding Images

To add an image (JPG, PNG, GIF), make sure your cursor is where you want the image placed in the text box and then click the square with the two mountains on the toolbar. This will open a box allowing you to search your computer for the image you would like to use.

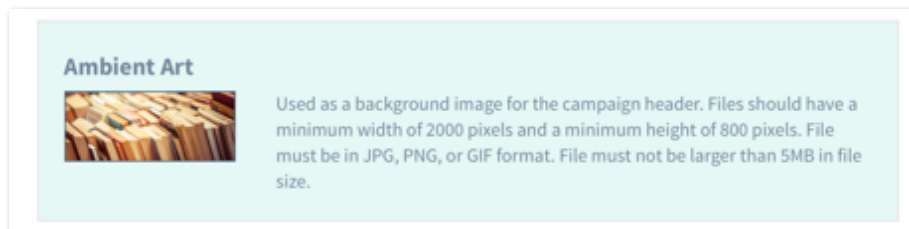
Adding Video

To add a video. Align your cursor where you would like the video placed, click the video box and insert a link from Youtube, Vimeo, Vine or Instagram.



7. AMBIENT ART

Your Ambient Art is the image that will appear as the backdrop on the top of your campaign. Every campaign comes with an image preselected based on your Tags/Categories and it is not necessary to change this



If you would like to use your own image, have the image ready on your computer desktop. The image must be 2000x800 pixels. To upload it, hover or click the default ambient image, then click on **CHANGE IMAGE**. A box will open allowing you to search for the image you would like to insert. If your image is not large enough, it will not be accepted. You can find out how large an image is by right clicking on your chosen image and selecting properties and the details tab.

8. SAVING/SUBMITTING

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

If you are happy with how your campaign is set up, click the save and submit for approval. This will send your campaign to your school administrator to approve your campaign.

Posting an Update/Editing a Campaign

There are a couple of reasons why you may want to edit a campaign.

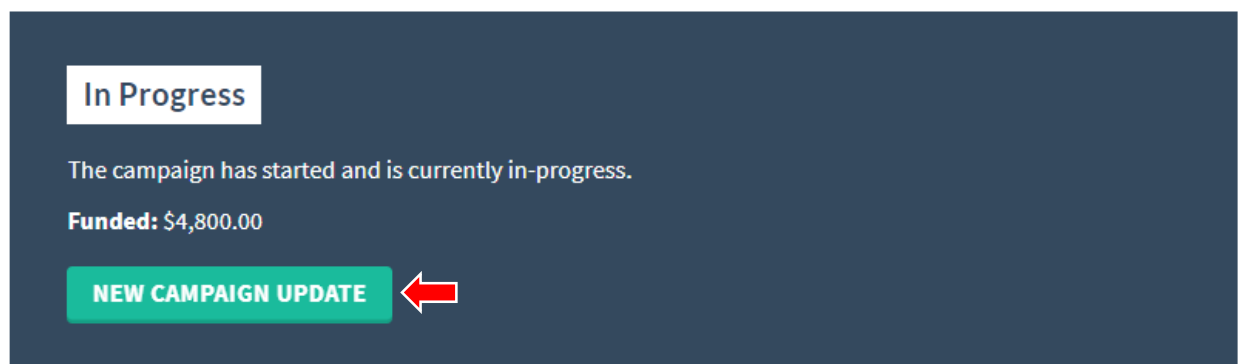
Editing and Resubmitting

If your campaign is rejected by the school or foundation, you will need to make adjustments based on their feedback.

Campaign Updates

Campaign updates are incredibly useful to keep your donors engaged and even encourage them to increase the amount of support for your project. To create a campaign update, head to the campaign page and click the New Campaign Update button.

Campaign Status



The screenshot shows a dark blue card with a white box containing the text "In Progress". Below this, it says "The campaign has started and is currently in-progress." and "Funded: \$4,800.00". At the bottom, there is a green button with the text "NEW CAMPAIGN UPDATE" and a red arrow pointing to it from the right.

This will bring up the Campaign Update screen. You will choose the Publish Date and Time the same way you set them up when you created the campaign, either typing them into the field or choosing them with the calendar pop-up box.

You will also be able to add video and images to your update. This will also be managed the same way that it was when you first created your campaign.

Closing Campaigns

To close your campaign, you can do one of two things. You can either change the end date of the event or hide the event.

Changing the end date of to a time in the past will immediately close your event.

Hiding the event will allow you to take it offline and bring it back online when you're ready without altering any of the information.

FoundationGIVE Teacher Social Media Marketing Guide

“Fund a Need” through the Foundation for Lincoln Public Schools makes it easy to fundraise for additional resources in your classroom. But 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 quicker your campaign will be funded.
- ☑ Use video or photos 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](#).
- ☑ Check with your foundation and building to see how you can work together to promote your campaign on their social media channels and websites.
- ☑ The most successful campaigns are from 6-8 weeks and have a plan for promotion ready before the campaign launches. It's never too early to prepare your campaign updates!

Summary / Description of Need

Bubba's Closet a coat and warm clothing giveaway program sponsored by the Elementary Schools Principals Network at LPS, in conjunction with the Foundation for LPS, is an annual event that provides winter coats and clothing to families in need. For over 20 years, Bubba's Closet has depended upon the generosity of citizens to donate coats and clothing. However, as more local organizations hold clothing and coat drives, and as poverty increases locally, donations have steadily declined.



A foundation donation would allow the Elementary Principal's Network to purchase new coats, hats and mittens to distribute to students to keep them warm and dry this coming winter. The requested funds would allow principals to purchase 50+ new coats for students plus 100 sets of mittens and hats for distribution.

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 website URL for your campaign right from your campaign's landing page.

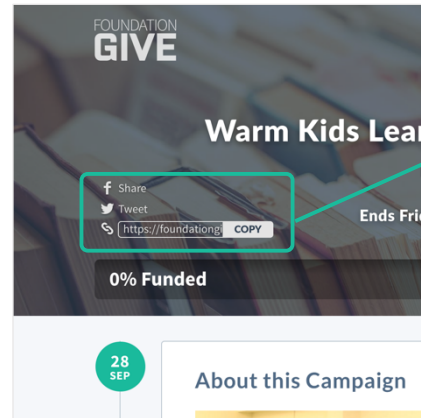
- ☑ Consider joining [Facebook](#), [Twitter](#) and [Instagram](#), if you are not already active on these platforms.
- ☑ If you are already active, make sure to share your campaign once you have launched.
- ☑ Stay in touch! Provide regular updates on progress to keep followers engaged.



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 email signature and 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 in 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 to help our school.**
 - **Your support will help 30 kids get a better education.**
 - **Act now, our campaign will be over soon!**

Suggested Posting Frequency

Facebook: 2-4 times / week for 2 weeks
Twitter: 4-6 times / week for 2 weeks
Instagram: 2-4 times / through campaign
Email: 1 time / week for 4 weeks

5. SUCCESS AND THANK YOU

After your campaign is complete, your contact at the Foundation will help you get the money from your campaign.

Your donors will automatically receive donation receipts for tax purposes, but it's a good idea to thank them for their support. By posting an update after your campaign has been completed, all your donors will be alerted about the difference they have made in your classroom.

A simple thank you message will go a long way to help encourage donors to participate and fund campaigns in the future.



Questions? We are happy to help! Drop us a line: mike.kuhl@nelnet.net

Social Media Post Thought Starters:

I am raising \$[GOAL] for [PROJECT].

Help us reach our goal by sharing our campaign page and donating at [CAMPAIGN URL].

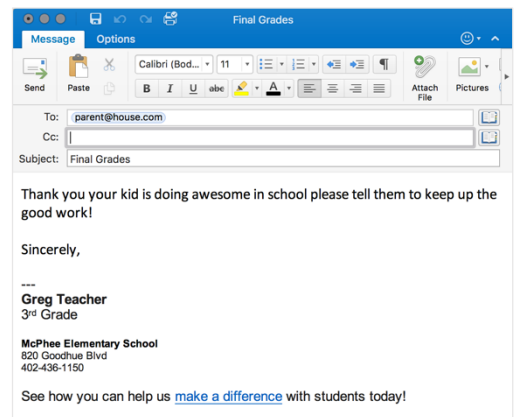
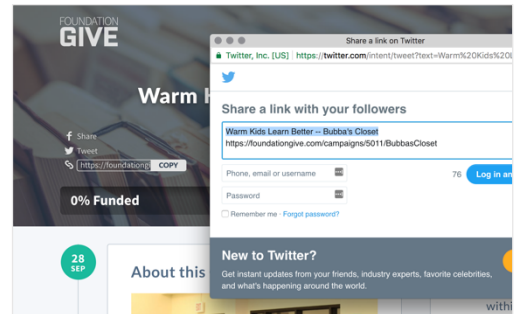
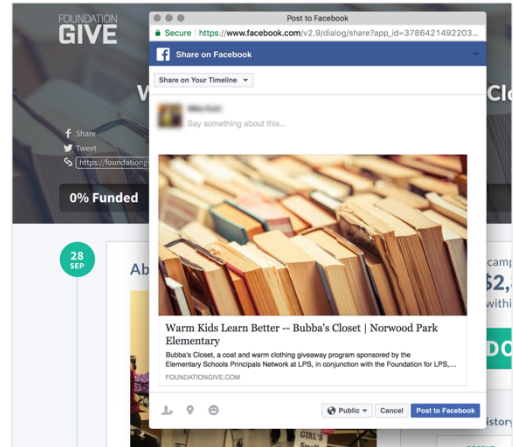
Fundraising update: We are making great progress on our goal to raise \$[GOAL] for [PROJECT]! We still need \$[AMOUNT LEFT] to reach our goal. If you haven't already, please share our campaign.

You can show your support by making a secure donation online at [CAMPAIGN URL].

We're nearing the end of our fundraising campaign! Donate today and help us get closer to our goal of \$[GOAL] for [PROJECT].

You can contribute at [CAMPAIGN URL]. Help us reach more donors by sharing this post on your own page. Let's bring our community together!

We've finished our campaign! Together, we raised \$[FINAL AMOUNT] to help pay for [PROJECT]. Thanks to everyone who shared, donated, and helped make this fundraiser a success!



Elements of a Good Campaign

Write a headline that is descriptive and eye catching

Use these links to share your campaign on social media, email and other

Choose a goal that feels like a stretch but is still attainable. \$1,000 and lower tend to be funded more quickly

Use an image or video to visually explain what your campaign is about.

Write to your donors. 200 words or shorter is a good length.

Your campaign updates will appear down below your campaign description

The screenshot shows a campaign titled "Putting Instruments in Students' Hands for the String Project" with a goal of \$3,990. It features a "DONATE" button, a "50% Funded" progress bar, and a "25 SEP" badge. The "About this Campaign" section includes an image of students playing violins and text describing the program's goals and funding needs. A "Donation History" table shows a recent donation of \$2,000 from the Dillon Foundation. Similar campaigns are listed below, including "Concert T's for Everett Music Students" (100% funded) and "Oh the Things You Can Think: Seussical" (26% funded).

CAMPAIGN COPY (EXAMPLE)

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 had 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 very 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. There are no other funding sources available to us for this experience.

FoundationGIVE Feature Overview

When you first come to your dashboard you will see four different headings: Campaigns, Donations, Opportunities and Stats. Let's take these sections one by one.

1. CAMPAIGNS

When you click on campaigns, you will be taken to your campaigns dashboard and you will see a sidebar with several different fields. This menu represents the status of any campaign you have started. The number to the right shows you how many campaigns you have in each status.

Campaigns + NEW CAMPAIGN

PENDING FOUNDATION APPROVAL	0
PENDING SCHOOL APPROVAL	0
REQUIRES EDUCATOR EDITS	0
REQUIRES SCHOOL EDITS	0
UPCOMING	0
STARTED / PUBLIC	0
IN PROGRESS	0
COMPLETED	0
NOT YET SUBMITTED	0
REJECTED	0
HIDDEN	0
ALL CAMPAIGNS (ANY STATUS)	0

Pending Foundation Approval

Some foundations want to approve every campaign that gets submitted. If that is the case, you'll be able to see where your campaigns are in the process.

Pending School Approval

Some schools want to approve every campaign that gets submitted. If that is the case, you'll be able to see where your campaigns are in the process.

Requires Educator Edits

If your school 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.

Requires School Edits

If your foundation rejects your campaign, they have the opportunity to let your building know what needs edits. 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.

Upcoming

Any campaign under this heading has been approved but not yet reached the launch date.

Started/Public

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

In Progress

Any campaign under this heading has launched and can accept donations. You can edit or provide updates to any campaign in progress.

Completed

Campaigns under this heading have reached one of their termination conditions.

Not Yet Submitted

Campaigns under this heading are ones that you have started and saved but have not yet submitted for approval.

Rejected

Campaigns that have been rejected for any reason will show up under this heading. This includes campaigns that have been rejected at both the school and foundation level.

Hidden

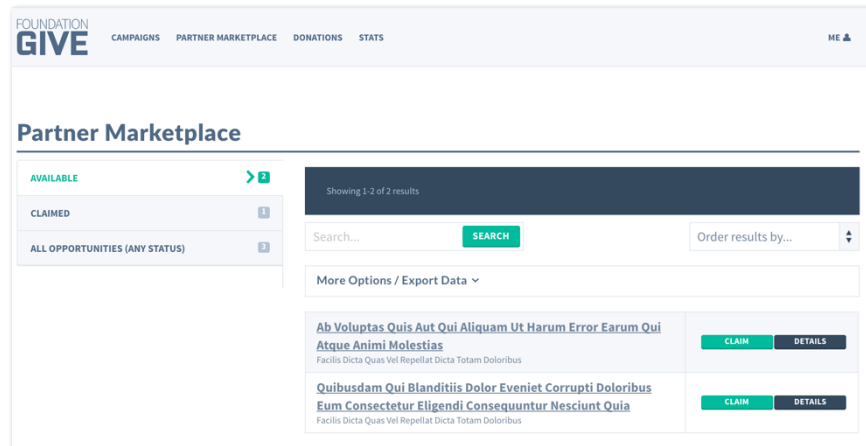
Campaigns will appear as hidden if you have selected the hidden button in the campaign menu or your campaign has yet to be approved by the proper channels (foundation or principal). Hidden campaigns cannot be seen by the public.

All Campaigns

From this heading, you can view all the campaigns you have ever created, at any stage.

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 show help you browse opportunities and track what you have already claimed.



Available

Any opportunity available to you, can be claimed for your building or classroom. To claim an opportunity, click the claim button associated with the opportunity.

You can also select the opportunity for more details. It will include a description of what is available.

Claimed

Opportunities under this heading are ones that you have already claimed. This is useful for sending thank yous to generous supporters.

Details

You can learn more about each opportunity available by clicking on the opportunity name or the details button.

3. DONATIONS

The donations tab will help you keep track of individual donations for your campaigns. All donations will be automatically processed so this page is just for information purposes only. Your Foundation admin can take care of any refund or failed donations.

Processed/Cleared

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

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 E-mail Updates are enabled, Status of the Donation, and if the Donation was given Online or Offline.

Refunded

Under this heading you'll see all of the donations that have been refunded. You can export the data into a spreadsheet for your records.

Refunding

Under this heading you will see all of the donations that you have asked to refund but are still in process. You can export the data into a spreadsheet for your records.

Processing

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

Failed

Any donation that failed to process can be found under this heading. You can export the data into a spreadsheet for your records.

4. STATS

Your 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 classroom in the past.

In-Kind Opportunities

Coming Soon!

FAQ's

Who do I contact?

If you cannot find your answer here, contact Gary Reber or Jane Wood-Bennett at the Foundation for LPS:
gary.reber@lps.org jane.woodbennett@lps.org

For what can I raise money?

Generally, those needs that fall outside of the LPS budget. Teachers can fundraise for needs that are essential to a student-centered experience – everything from technology to bus transportation for field trips. Some of our favorites are:

- a bearded dragon for a classroom
- materials for a weaving wall to celebrate cultural diversity
- designing a vending machine to dispense student art.

What ideas are off limits?

Campaigns cannot raise money for salaries, wages, stipends or honorariums. Further, the IRS looks at how many people benefit from a gift to determine if a gift is tax deductible. This makes it difficult to use Fund a Need when only a few students are the potential beneficiaries. If it is something the District should fund through supply budgets, then you may want to contact your principal before posting the campaign (furniture, etc). LPS provides the following guidelines to principals:

- *Make sure the requested furniture is allowable according to District-approved furnishings
- *Make sure the requested items also meet required guidelines for fire/safety purposes
- *Approve the narrative to ensure the public does not have a false perception of the “need” – i.e. why isn't the District paying for those kinds of things?
- *Approve the items in terms of the intended use – is it good practice and a good idea?

I am a User but I am assigned to the wrong school

We can fix that! Contact Gary Reber at gary.reber@lps.org

What are Fund a Need fees?

The Foundation's fees are 6.4% which do not completely cover our costs for banking and transaction fees. Yes, we are losing money on this. But what a cool product to offer teachers! When you add the web host's (Foundation GIVE) fees, then the fees are 8.9% – meaning a campaign for \$100 will post for \$108.90 when it goes “live.”

Why won't my photo upload?

Yes, our new Fund a Need platform allows you to use photos in your individual campaigns! There are some minimum size requirements:

- Adding an image – use an image between 300-2,500 pixels wide
- Adding ambient art (the background image) – minimum pixel size is 1,200 wide by 480 high. It is not necessary to change this photo and there are a number of pre-loaded photos you can select.

Generally speaking, if the resolution of your photo is too low, not much can be done. If your photo is too large, [use this handy online photo editor](#) to reduce the resolution of your image.

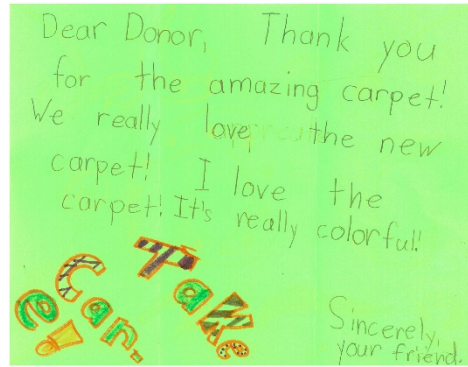
How do I add video?

Video is a great way to encourage donors to support your campaign. Try to keep your video short – 90 seconds or shorter. Be sure you have permission from students to take video of them. When you are done, upload your video to [YouTube](#) or [Vimeo](#). Then all you have to do is paste the link into your campaign! You might have to create a user name and password on each site if you don't already have one.

How do I thank donors?

A thank you note goes a long way to having a donor give to your next Fund a Need campaign. We encourage you to post an update to your campaign with a thank you note. Photos are nice, but be sure you have permission to take photos of any students.

Here's an examples we found adorable!



My Fund a Need campaign is fully funded. What do I do now?

Congratulations! To access these funds, speak to your school bookkeeper or the person who handles purchasing. Fill out [this online form](#) to access your funds in the following ways:

- Spend your own money and be reimbursed by the Foundation for LPS (be sure to apply sales tax)
- Let the Foundation for LPS make the purchase for you (sales tax applies)
- Use a requisition form through LPS Purchasing (no sales tax)
 - ***Please note that Lincoln Public Schools does not allow the use of school credit cards for Fund-a-Need purchases.***

My Fund a Need campaign expired with partial funding, what do I do?

About twice a year we roll these gifts (minus fees) into your school's Fund for Excellence. Contact Gary Reber at gary.reber@lps.org if you have any questions.