



The Fundraising Platform for Education

LeanStream Needs Gallery User Guide

LeanStream Users,

Welcome to your LeanStream fundraising platform. LeanStream is a web-based crowdfunding and fee management resource designed specifically for K12 and post-secondary education. LeanStream was developed to optimize and encourage fundraising while maintaining centralized visibility, accountability and control. LeanStream allows school systems to solicit, promote and control auxiliary revenue streams. The Platform offers centralized control of multiple fundraising approaches across all operational levels (i.e. district, foundations, clubs and organizations, individual schools, and individual teachers/faculty), and is backed by an intuitive control panel that provides visibility, accountability and simple funds management through real time performance dashboards.

The LeanStream **Needs Gallery** provides a professionalized venue for fundraising initiatives geared toward supplemental instructional support, clubs and organizations, athletics, PTAs and community events. Through the Needs Gallery, individual and corporate donors can contribute amounts in any dollar increment to a Need that inspires them.

The Platform allows for **Corporate Matching Donations**. This functionality enables local companies to post matching contributions for current and future donations to an individual need. A corporate logo is displayed across the school system's LeanStream platform every time a matching contribution is made.

Through the LeanStream **Tuition and Fees Module**, Districts can post and track fee-based initiatives and parents can submit payments quickly and easily online.

We appreciate our partnership with your school District and we are proud to support fundraising efforts. Cheers and happy fundraising. Let's get started!

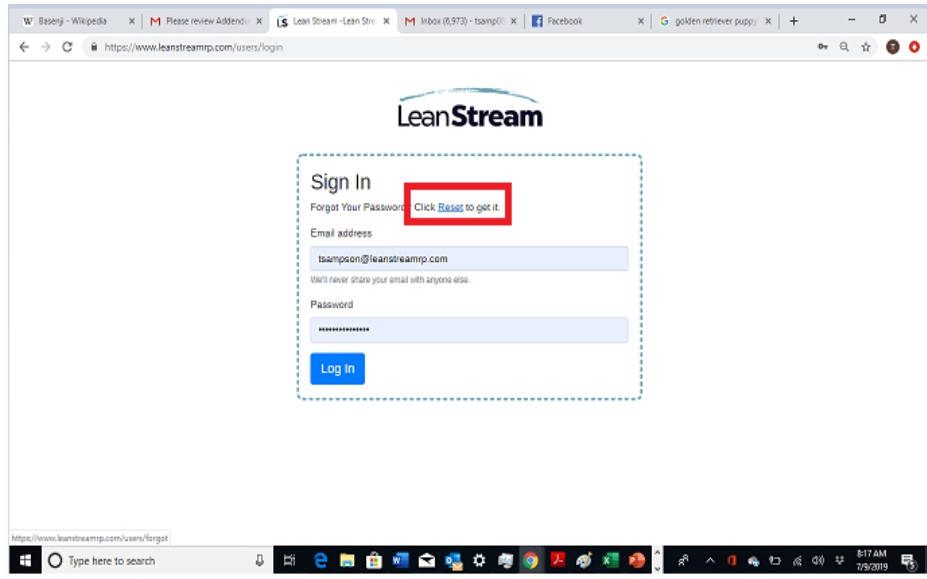
Sincerely,

LeanStream Resource Partners, LLC

info@leanstreamrp.com
3001 9th Avenue SW, Suite 213A
Huntsville, Alabama 35805
www.leanstreamrp.com

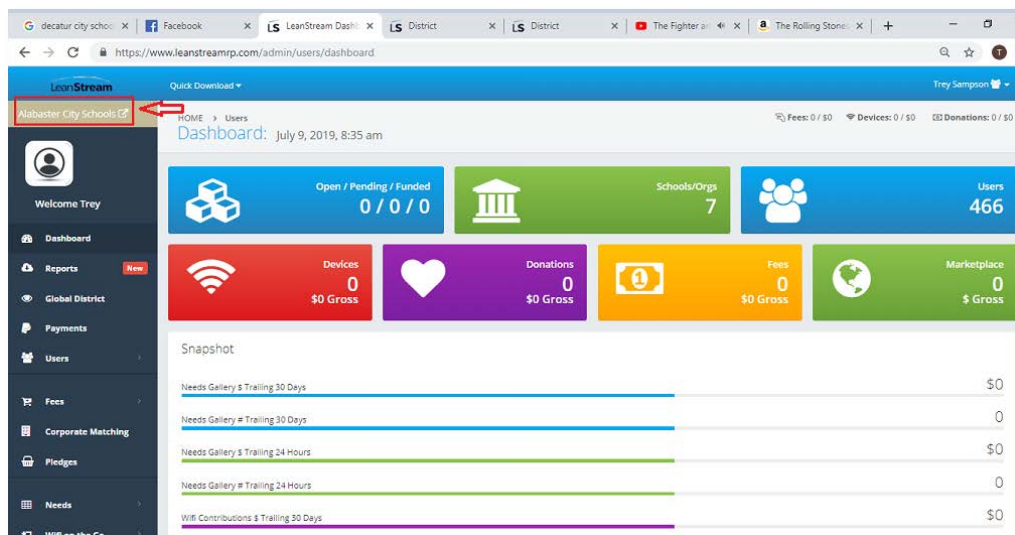
Getting Started – Establishing your Unique LeanStream Password

Each employee of the District has been registered as a user in the LeanStream platform. In order to login, you will need to establish a unique password. Using your browser, navigate to <https://www.leanstreamrp.com/users/login>. Click “Reset” and enter in your district-assigned email address. Within minutes, you will receive an email from LeanStreamRP prompting you to set your unique password ... simple as that.



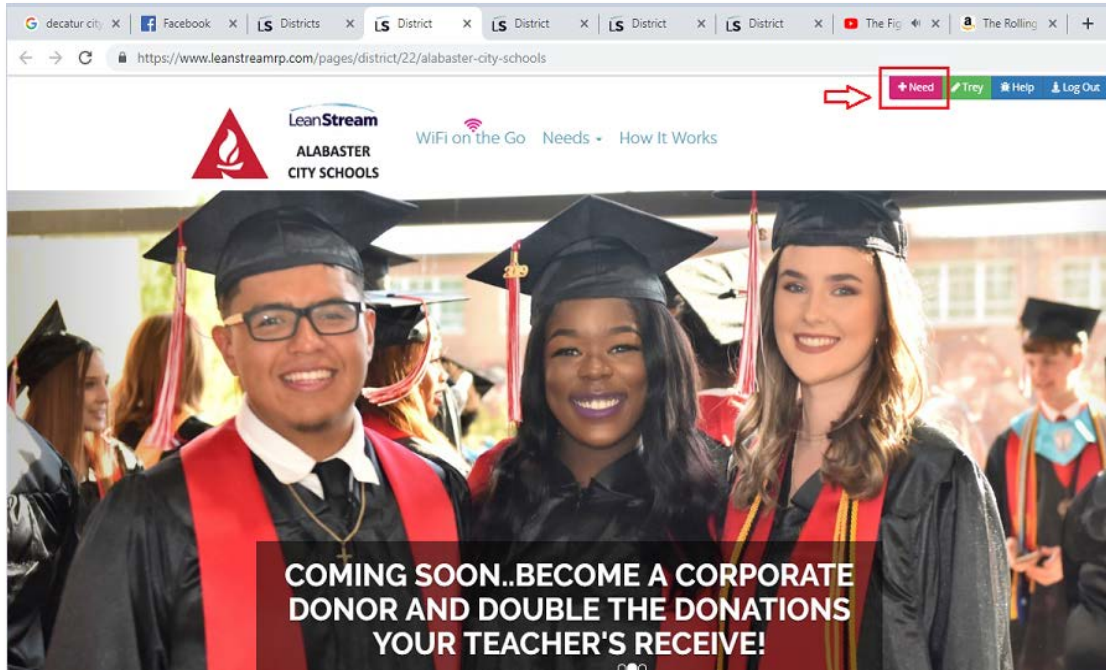
Using Your Control Panel

Once logged in, your control panel will appear (and should look similar to the screen below). Through the control panel, you will be able to view Needs and/or Fees that you have created. To create a new Need or Fee, click on the link indicated in the red box below.



Creating a Need

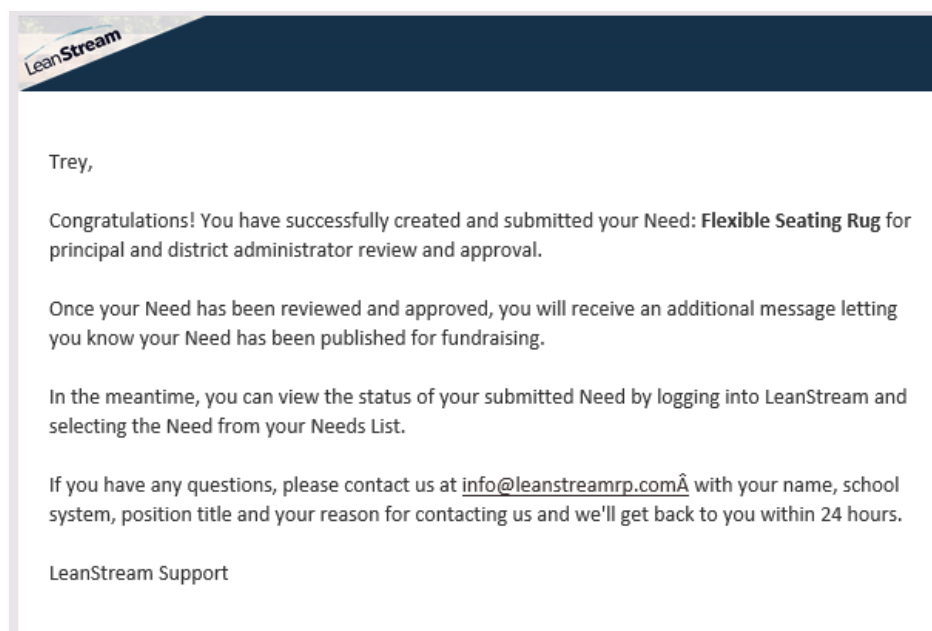
The Needs Gallery utilizes the power of crowdfunding to support your classroom initiatives. There is a built-in approval process that is routed inside of the LeanStream system. To create a need, click on the “+ Need” icon below.



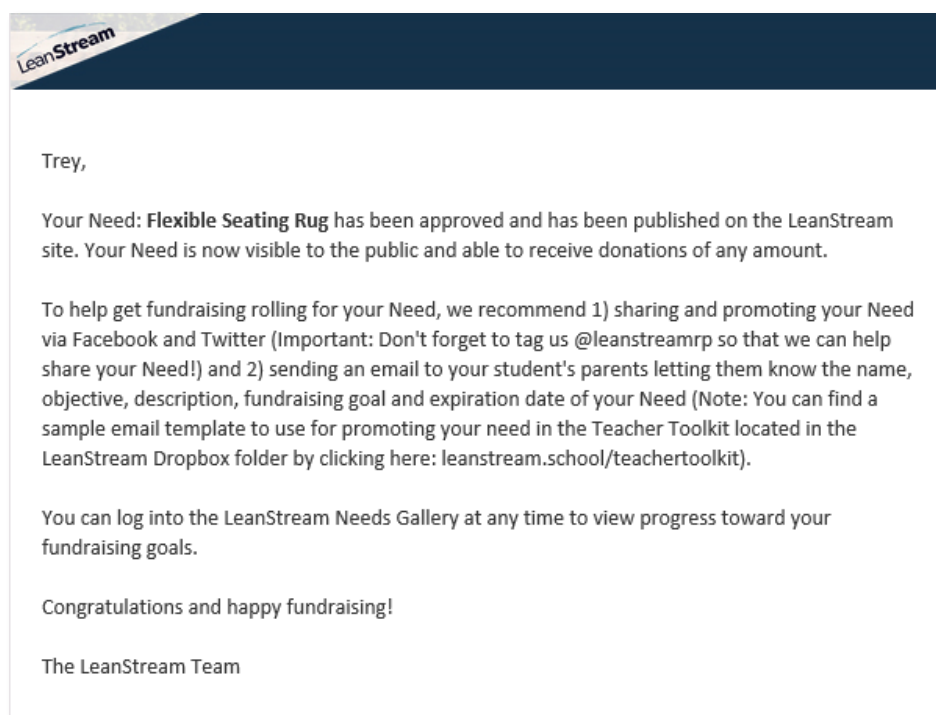
Note: The fields in the red boxes below are required fields.

A screenshot of the 'Add a Need' form on the LeanStream website. The form is titled 'Add a Need' and includes a disclaimer: 'No copyrighted material should be posted and any picture of students requires the teacher to have a documented picture consent form from the parent/legal guardian of child.' The form contains several input fields, some of which are highlighted with red boxes: a dropdown menu for 'Thompson Intermediate School', a text input for 'Flexible Seating Rug', a text area for the description 'I would like to give my students a flexible seating rug to sit on for our lessons', a text input for 'Tags' with the instruction 'Separate each tag with a comma. Ex: pencils, crayons, paper...', a text input for 'Account Code (Optional)', a text input for 'Fundraising Deadline', and a file upload field for 'Image (less than 3MB)' with a file named 'string sport..._5434540.jpg'. At the bottom of the form, there is a 'Submit Need' button highlighted with a red box. A disclaimer at the bottom of the page reads: 'Note: Access governed by and through use of the LeanStream portal are the sole property of the Board. Accordingly, custody and utilization of the same shall be subject to applicable federal, state and local laws as well as Board Policy. By submitting or approving this Post, you acknowledge your understanding of (the content of) the disclaimer and your intent and ability to maintain compliance therewith.'

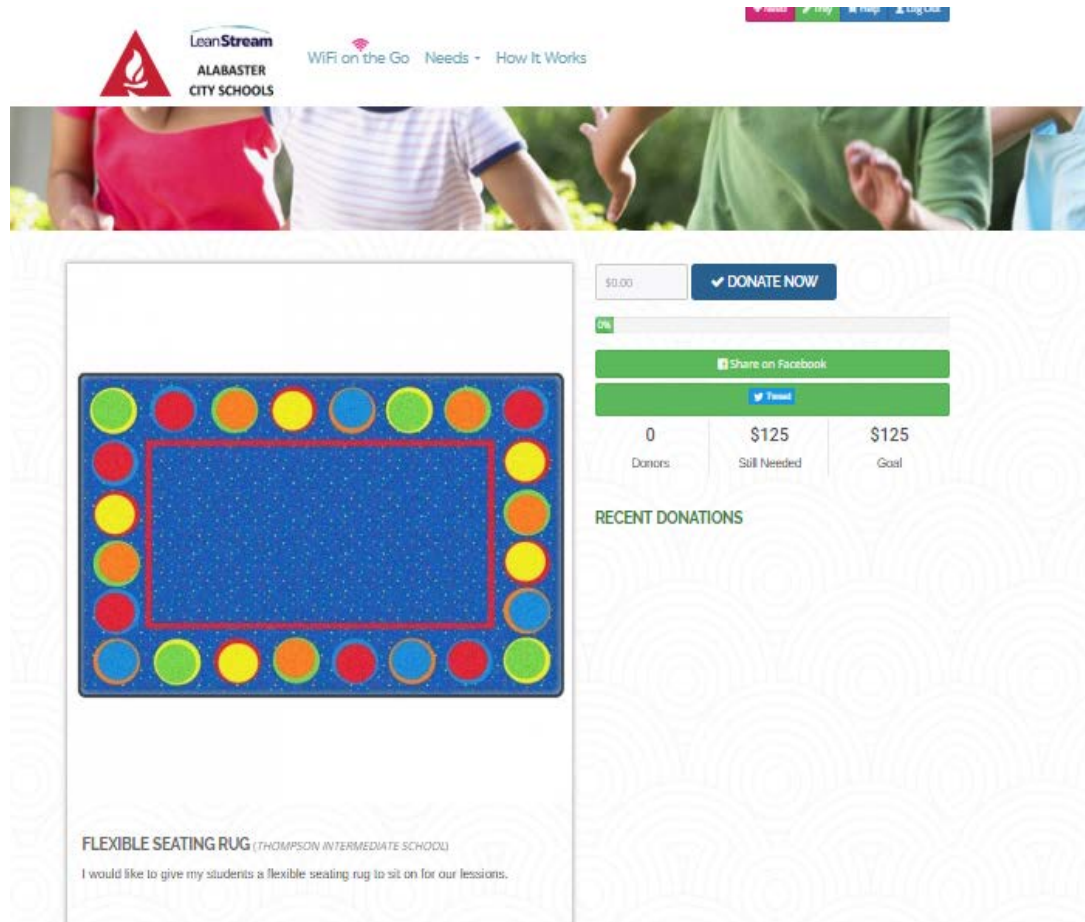
Once your Need is submitted for approval, you will receive a confirmation email from LeanStreamRP (similar to the email below).



Upon submittal, your Need will be routed to an assigned administrator for review and approval. Once your Need is approved, you will receive another confirmation email from LeanStreamRP (similar to the email below).



At this point, your Need will appear live on your District's LeanStream site. You can optimize community awareness of Need via email and social media promotion.



Each time your Need receives funding, you will receive a confirmation email from LeanStreamRP. This allows you to track progress on your initiative. It also provides you with a great opportunity to thank your donor via email.

Once your Need is funded, you will receive an email advising you on next steps toward purchase requisition.

There is no limit to the number of Needs you can post and no cap on the amount of donations you can raise through your LeanStream platform. LeanStream does not assess any fees for Needs Gallery or Fees transactions. PayPal™ processing fees are applied to each transaction on a sliding scale between 2.1% and 2.9% (plus \$.30 per transaction), based on the District's aggregate periodic collection volume. PayPal™ fees are deducted from gross donation proceeds prior to remittance to the District.