



# Campaign Moderation Guide

Review, approve, and reject campaigns

Moderators

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## 1 Accessing the Moderation Queue

### 1 Log in

Log in with a MODERATOR or PLATFORM\_ADMIN account.

### 2 Navigate to the queue

Click your name in the top menu and select "Moderation", or go to [kidstarter.online/dashboard/mod](https://kidstarter.online/dashboard/mod).

### 3 Understand the queue

The page header shows the count of campaigns pending review (e.g., "3 campaigns pending review"). Each campaign is displayed as a card.



## 2 Reviewing a Campaign

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### 1 Read the campaign details

Each campaign card displays: Title, Category badge, Creator's name, Goal amount, and the full story in a scrollable text area.

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### 2 Check the student information

Verify the student's first name, last initial, grade band, and city/region are reasonable and consistent with the story.

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### 3 Review the evidence

Check uploaded verification documents: school enrollment letters, teacher IDs, school email verification, or guardian consent forms. Ensure documents are authentic and match the campaign claims.

**Tip:** Clear, complete documents significantly speed up the review process. If evidence is unclear, you may want to request better documentation.

## 3 Checking Evidence

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### 1 What to look for

Valid evidence includes: official school enrollment letters with school letterhead, teacher ID badges or school email screenshots, signed guardian consent forms, and school report cards or transcript excerpts.

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### 2 Evidence privacy

All evidence documents are stored in private storage. They are never accessible to the public or shown on campaign pages. Only moderators and admins can view them.

## 4 Approving a Campaign

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### 1 Click "Approve"

When you are satisfied with the campaign's story, goal, and evidence, click the "Approve" button on the campaign card.

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### 2 What happens on approval

The campaign status changes from PENDING\_REVIEW to APPROVED. The system automatically generates share assets: an OG image (1200×630), a square image (1080×1080), a story image (1080×1920), and a QR code. An approval email is sent to the campaign creator. The campaign becomes visible on the public browse page and at its unique URL.

## 5 Rejecting a Campaign

### 1 Click "Reject"

If the campaign does not meet quality or verification standards, click the "Reject" button.

### 2 Write a rejection reason

A text field appears. You must provide a rejection reason. Write a clear, constructive explanation that tells the creator exactly what needs to change.

Field	Type	Expected Input	Req.
Rejection Reason	Text	A clear explanation of why the campaign was rejected and what the creator should fix. Required.	Yes

**Tip:** Good rejection reasons are specific and actionable: "Please upload a clearer photo of the enrollment letter" is better than "Evidence unclear".

### 3 What happens on rejection

The campaign status changes to REJECTED. The rejection reason is displayed on the creator's dashboard. A rejection email with your reason is sent to the creator. The creator can edit their campaign and resubmit for review.

## 6 Red Flags Checklist

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### 1 Content red flags

Watch for: Vague or overly broad goals (e.g., "Help a student"), unreasonably high funding targets for the described need, no school or organization affiliation, duplicate campaigns for the same student.

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### 2 Privacy red flags

Reject immediately if the story or title contains: full student names (last name), phone numbers, email addresses, street addresses, social security numbers, or other personally identifying information.

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### 3 Evidence red flags

Be cautious of: blurry or illegible documents, documents that don't match the student or school mentioned, missing required documents, documents that appear digitally altered.

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