# **UNLOCK TOMORROW. TODAY.**



A Transparent, Decentialized Custody Framework for **Modern Microschools**.

EMPOWER STUDENTS. BUILD LEGACY.
SOVEREIGN WEALTH ARCHITECTURE. POWERED BY SELF-DEFI.



# SCHOOL STAFF ONBOARDING PACKET — Version 3

Graduation Vaults | Administrative Guide | Powered by Self-Defi

#### **WELCOME — YOUR ROLE MATTERS**

As a School Representative or Staff Signer, you play an important role in protecting each student's Graduation Vault. You're not managing money or handling crypto — you're helping uphold fairness, transparency, and student safety. Your presence ensures every vault remains secure and accountable until the student graduates.

#### WHAT THE GRADUATION VAULT SYSTEM IS

The Graduation Vault System is a secure, transparent way to support long-term student success. Each vault is time-locked until graduation and protected by a 3-of-4 multisignature system. This ensures no single person can access funds alone, and no institution — including the school — can misuse or move funds.

#### YOUR ROLE IN THE 3-OF-4 MULTISIG

Four adults help protect each vault: Parent or Guardian (mandatory), School Representative, Teacher or Staff/Counselor, and Independent Trustee. Any withdrawal, including graduation, requires three signatures, and the parent must be one of them. Think of it like a three-key

lockbox: you hold one key, but it takes three to open it. SD Advisors holds zero keys.

#### WHAT YOU ARE RESPONSIBLE FOR

- Verifying student enrollment - Holding your signing key securely - Reviewing emergency requests when needed - Ensuring proper documentation - Supporting parents and students with administrative questions Your responsibility is administrative — not financial.

#### WHAT YOU ARE NOT RESPONSIBLE FOR

 You do not handle funds - You do not custody crypto - You do not decide how donations are spent - You cannot access or withdraw student funds Your role is oversight, not money management.

#### **EMERGENCY WITHDRAWAL PROTOCOL**

Emergency access is rare and requires documented hardship. It must be approved by the Parent or Guardian, the School Representative, and the Independent Trustee. If one signer disagrees, the vault stays locked.

#### IF A STUDENT TRANSFERS SCHOOLS

If a student transfers, your school temporarily keeps its key. After the new school assigns a representative, the old key is retired and replaced. The vault remains secure the entire time.

#### DASHBOARD ACCESS

You receive read-only dashboard access for all student vaults. You can view balances, donation activity, graduation countdowns, and governance status. You cannot move or withdraw funds.

#### **COMPLIANCE AND SECURITY**

- Keep your signing credentials safe - Avoid shared devices or digital storage - Follow school-level security policies - Treat your signing authority as sensitive admin access You are helping protect a student's future — your security matters.

#### WHAT TO TELL PARENTS

- Donations are gifts Vaults unlock only at graduation The school cannot touch or use funds
- Every donation is fully transparent and recorded on-chain

## WHAT TO TELL STUDENTS

- Their vault belongs to them at graduation - It represents community support and long-term opportunity - It stays locked until their graduation date

### **SUPPORT**

For help with governance or dashboard access, email support@self-defi.com (placeholder). Support hours: Monday–Saturday. Same-day response.