



About this Document

This document provides information to OCSU teachers about the process for setting up and receiving funds/items from DonorsChoose.org.



Donors Choose.org
Teachers ask. You choose.

The Process:

- Step 1:** Submit an idea to your principal using the *Donor's Choose Grant Proposal* form.
- Step 2:** Obtain approval from principal.
- Step 3:** Submit your project to the Donor's Choose website.
- Step 4:** When items/funds arrive on campus, the building principal will inventory, verify and record receipt of funds/items. Received funds will be turned over to the Central Office with a copy of the proposal.
- Step 5:** Enjoy with your students!

The Basics

Donors Choose provides an opportunity for public school teachers to submit project requests for specific materials, trips and school visitors to support teaching and enhance student learning.

Donors choose which projects to support. Once a project is funded, materials are delivered directly to the school. In return, teachers submit photos of the project in use and thank you notes from students, which are sent to the project's donors.



IMPORTANT:

You **MUST** obtain approval from your principal **BEFORE** you submit your project to the Donors Choose website.

Who can use Donorschoose.org?

Donors Choose invites "front-line educators" at public schools in the United States to register teacher accounts with DonorsChoose.org. Such front-line educators include teachers, librarians, guidance counselors, school nurses, and full-time teachers who also act as coaches. To register, they must work directly with students and teach full time.

Projects are not accepted from principals, administrators, PTA members, teacher's assistants, student teachers, substitutes, part-time after school teachers or staff developers.

Teachers can only write project requests that they will implement. Funds and funded materials cannot transfer from one teacher to another.

more on **2**

What can be requested?

At DonorsChoose.org, teachers can request student-centered materials to support instruction in their classroom. To do this, they will shop online at one of the Donors Choose 33 vendors' websites to choose materials for their classroom project.

Teachers may also request funds for a class visitor or field trip. In this case, the teacher will obtain a price quote. The teacher will post the project and the school will be reimbursed for the funds. Reimbursement checks are sent directly to the school, recorded, and sent to the business office for processing.

Teachers may submit as many projects as Donors Choose will allow at one time. Teachers build accounts. They can have multiple projects going at one time. Donors Choose uses a point system, and as teachers earn more points, they are able to request a wider range of resources. Teachers new to Donors Choose start with three points in their account, which means they can submit up to three projects at once.

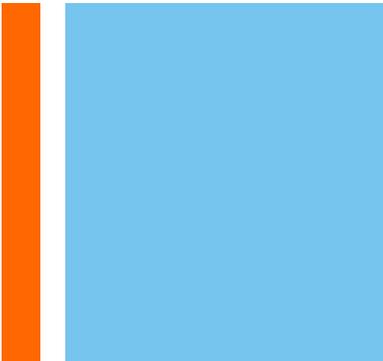


Note: Costs of labor, capital improvements to the school or grounds, vehicle purchases, or royalty/rental fees may not be requested through DonorsChoose.org.

Once a project is funded...

- All materials and funds must be delivered directly to the school.
- Verify your project funds or delivered materials *with your principal* to ensure that the correct funds and/or materials have been received.
- The principal will record the information on the *Donors Choose Grant Proposal Tracking* form; forward copies to the Central Office with funds received and keep a copy on file at the school.

Materials Ownership

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- Per the Donors Choose policy, all materials, including technology, are the property of the public school to which they are sent; however, the materials should be given to the teacher who submitted the project.
 - If a free or bonus item is included in the order, that item also belongs to the school.
 - All items and/or funds received belong to the school and are not for personal use.

+ Donors Choose Grant Proposal

- (1) Complete this form and submit it to your **PRINCIPAL** a **minimum of 10 working days** prior to the date you'd like to post your project on the Donors Choose website.
- (2) The principal will notify you of approval.
- (3) Upon notification, you may proceed by posting your project on DonorsChoose.org.
- (4) Upon arrival of the funds/materials at your school, you must verify with the principal that you have received the correct materials and/or funds.

Project Title: _____

Today's Date: _____

Person(s) Submitting Application: _____

Grade Level(s) benefitting/participating: _____

of students to benefit/participate: _____

of teachers to benefit/participate: _____

Funding Source: Donors Choose

Project Start Date: _____

Project End Date: _____

Materials/Funds requested: _____

(continued)

Donors Choose Grant Proposal Tracking FOR OFFICE USE ONLY

Teacher Name: _____

Title of Grant Proposal: _____

Before Grant is Awarded

Date Grant Proposal received:

Can the proposal be completed within the
timeframe allotted?

Does the project fit the goals of your school
and the OCSU?

Date Approved/Rejected by Principal:

After Grant is Awarded

Date materials/funds arrived:

Do the funds/materials match the grant
proposed?

Materials/funds given to:

Date materials/items inventoried (if applicable):

Principal's Signature _____ Date: _____

Document Resources:

<https://help.donorschoose.org/hc/en-us/articles/202000147-Submitting-a-class-trip-or-visitor-project>

<https://help.donorschoose.org/hc/en-us/articles/201936786>

<https://help.donorschoose.org/hc/en-us/articles/203139017-DonorsChoose-org-Materials-Ownership-Policy>