

DonorsChooseSM
Teacher Information Sheet

- **Are you a public school teacher?**
- **Do you have pressing needs in your classroom for materials and/or experiences for your students?**
- **Are you willing to compile feedback consisting of thank-you letters and photographs for someone who might fund your classroom needs?**

If you answered yes to all of these questions then DonorsChoose (www.donorschoose.org) can help you!

What is DonorsChoose?

DonorsChoose is the online marketplace where teachers and citizens connect to give students the resources they need to learn. At DonorsChoose, public school teachers submit ideas for materials or experiences that would enhance their students' learning. Any individual can then search proposals by areas of interest, learn about classroom needs, and choose to fund the proposal(s) they find most compelling.

Who is eligible to submit a proposal?

DonorsChoose invites "front-line educators" to identify the needs of the students they serve. Such individuals are:

1. Full-time employees of the school or school system;
2. Physically located at one or more schools, or based out of a district office; and
3. Primarily assigned to directly serve students (administrators are not eligible); and responsible for some (preferably all) of the students to benefit from the proposal. (the students concerned are on the teacher's roll book or in the teacher's club or sports team) ***Under no circumstances should a teacher submit a proposal on behalf of another teacher.***

What kind of proposals can be submitted?

Proposals can be for any student-centered experience – as long as the resources are directly "consumed" by students, you are only constrained by your imagination! Funding for staff development, teacher salaries, direct cash payments to students or teachers or school capital projects are not within our scope. Proposal prices vary greatly – they range from \$25 for a yearly zoo membership to \$20,000 for a classroom computer lab. However, when creating your proposal you might want to consider that the vast majority of proposals priced at \$400 or less have been funded!

How to Register

Register by clicking on the *Teachers Submit A Proposal* button on the DonorsChoose homepage. Follow the simple instructions for entering your name, contact and school information. **It is very important that you include your correct email address as DonorsChoose communicates with teachers almost exclusively via email.** *DonorsChoose does not release contact information to any third parties.*

Proposal Submission Process – Three Easy Steps

Step 1 – Draft your proposal description and title

Step 2 – Enter your materials and/or experience information by following the step by step instructions presented to you. Here you will build and submit your shopping cart by choosing a vendor and searching within their site or from a list of items presented to you from their catalog. ***It is very important that you try to find your materials using the vendors in our system - your proposal will be approved and posted more quickly and pricing will be better -making it more attractive to donors!**

Step 3 – Confirm and submit

Proposal Screening and Approval

DonorsChoose volunteers carefully review each proposal prior to posting. Volunteers may contact you via email to ask clarifying questions or make suggestions that will improve the chances of your proposal being funded.

Getting your proposal funded

Help us help you and your students! By simply clicking on the “Send this proposal to a friend” link on the right hand side of your posted proposals, you can share it with friends, colleagues, family members and others who might be interested in funding it. By asking them to also send it along to five or more friends, you dramatically increase your chances of getting funded quickly.

What happens after a proposal has been funded and what you need to do

You will always be notified by email when your proposal has been funded. **You must respond to this email within seven days or risk having the funding reallocated.** This email provides a link to:

1. Confirm that you still need the resources you originally requested
2. Set your feedback date – the date by which you will return the feedback package including your impact letter, student thank you notes and photographs for the donor(s).
Be sure to allow yourself ample time to compile this feedback.
3. Write an initial thank you note that will be emailed to all the donors who contributed to your proposal.

We will only purchase your materials when you have completed these three tasks.

Receiving your materials

Materials are delivered directly to your school. You will be responsible for notifying DonorsChoose if materials are not delivered within 30 days of materials being purchased. **Please note: if materials have been delivered to your school and signed for by a school representative, DonorsChoose considers the materials delivered and you responsible for insuring the materials reach your students.**

Compiling feedback and the importance of returning feedback by your due date

Vivid, timely feedback is our primary tool to encourage donors to return and fund other student experiences. You will be sent a disposable camera and a postage-paid envelope to return your feedback to DonorsChoose. Teachers who fail to demonstrate a commitment to timely, quality feedback will be excluded from the DonorsChoose marketplace.

DonorsChoose point system and rewards

All first time users at DonorsChoose are allowed to submit **three** proposals. This number will increase and additional benefits will accrue based on the number of points acquired by a teacher. Points are earned by:

1. Responding to the confirmation “your materials have been funded” email within seven days
2. Returning feedback by its due date; and
3. Submitting satisfactory feedback containing all the required components (camera, teacher letter, and student letters). *Exceptional feedback will receive extra recognition!*

Points are deducted for failure to complete any of these three tasks. Teachers below a minimum point balance will no longer be eligible to submit proposals.

On behalf of your students, thanks for your interest in DonorsChoose!

DonorsChoose is a 501(c)(3) charity incorporated in the State of New York
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