

Step 1: Welcome!

Create a project

1. [Get organized](#)
2. [Choose project type](#)
3. Go shopping
4. Summarize cart
5. Tell your story
6. Add details
7. Get creative
8. Review & submit

Welcome!

Help ▾

Keep in mind

- ✓ Write an original essay for your project.
- ✓ The resources you request should meet school and district guidelines.
- ✓ Your materials project will be available for funding on the site for 4 months.
- ✓ Materials funded through DonorsChoose.org belong to the classroom. Check out our [materials ownership policy](#).

Plan ahead

- [How to submit a project for materials](#)
- [How to submit a project for a trip or visitor](#)
- [Commonly requested items](#)

[Get started](#)

Feeling stuck? Try the blue box at the bottom of each page for answers to common questions

[Where can I see what a finished project looks like?](#)

- Once you've set up your account and **uploaded a photo (?)**, you're ready to create a project!
- The navigation bar on the left will walk you through the **8 steps** to create your project request.
- **If you get stuck** at any point, there are several resources on each screen to help.
- **Look for answers to common questions in the blue bar at the bottom of every screen.**

Step 2: Choose Project Type

Create a project

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2. Choose project type

Help ▾

You have **3** points ([Why?](#))

- Materials through our vendor directory (1-4 points)**
Projects under \$800 have the best chance of funding!

\$100 - \$400 in resources (1 point)
\$401 - \$2000 in resources (2 points)
\$2000+ in resources (4 points)

Important information about summer ordering:

We're nearing the end of the school year! If your project is fully-funded over the summer or within 35 days of your school close date, DonorsChoose.org will wait until next school year to order and deliver your materials. You can continue to submit projects and your projects can receive donations throughout the summer. [More information.](#)

- Class visitor (3 points)**
- Class trip (3-4 points)**
- Special request for materials not available through our vendor directory (6 points)**

Save draft

Save and go shopping

[What is the points system and how does it work?](#)
[What resources can I request?](#)
[What is the DonorsChoose.org vendor directory?](#)
[What is a Special Request?](#)

- For your first project you will request materials from our vendor directory.
- You can earn points to submit different types of projects later. [Find out how.](#)
- **Submit a project for \$100-\$800 in materials** to have the best chance of receiving funding!



Step 3: Go Shopping

Create a project

- [Get organized](#)
- [Choose project type](#)
- [Go shopping](#)
- [Summarize cart](#)
- [Tell your story](#)
- [Add details](#)
- [Get creative](#)
- [Review & submit](#)

3. Go Shopping

Help ▾

Art & Music | Books & Magazines | Digital Resources | Early Childhood | Furniture | Science & Math | Special Needs | Sports & Health | Supplies | Tech | **All**

akj books
BOOKS MADE EASY

amazon

BEST BUY FOR BUSINESS

BLICK art materials

CAROLINA
World-Class Support for Science & Math

CDW™

BRITANNICA
Encyclopedia

FREY scientific

GRAINGER
FOR THE ONE WHO GETS IT DONE

KAPLAN
EARLY LEARNING COMPANY

Lakeshore
products designed with learning in mind

eNasco

Quill.com
Best experience in office products

Sargent-Welch
VWR

SCHOLASTIC
CLASSROOM MAGAZINES

School Specialty
CIBC Abilitations

Teachers' School Supply

TIME FOR KIDS

The Woodwind & Brasswind

- Click on a vendor logo to start shopping. To help direct your search, try using the category filters above the logos or our list of [commonly requested items](#).
- We'll take you to the vendor catalog. Shop there, and add items to your cart – just like online shopping!

Step 3: Go Shopping

Create a project

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- Review & submit

3. Go Shopping: Your Cart Help ▾

Materials	Vendor	Price	#	Total
Apple MacBook Pro - 13.3' - Core i5 - OS X 10.8 Mountain Lion - 4 GB RAM - 500 GB HDD	Best Buy for Business	\$1,199.99	<input type="text" value="1"/> update	\$1,199.99 remove

You have: **3** points. This project will cost: **2** points. Material Cost **\$1,199.99**

Vendor Shipping Charges	\$48.00
State Sales Tax	\$0.00
3rd Party Payment Processing Fee	\$18.00
Fulfillment Labor & Materials	\$30.00
Project Cost Excluding Donation to Support DonorsChoose.org	\$1,295.99
Optional Donation to Support DonorsChoose.org	\$228.70
Project Cost Including Donation to Support DonorsChoose.org	\$1,524.69

[Review Your Cart Carefully](#). You will not be able to change it after you submit your project.

[Continue shopping](#)

[Save draft](#) [Save and summarize cart](#)

- After you check out of the vendor's catalog, the page will refresh and you will see the materials you selected.
- You can continue shopping if you would like to add materials from another vendor.
- You can also review the **total cost** of your project. [Learn more](#) about how the cost is calculated.

Step 4: Summarize Cart

Create a project

1. [Get organized](#)
2. [Choose project type](#)
3. [Go shopping](#)
4. **Summarize cart**
5. Tell your story
6. Add details
7. Get creative
8. Review & submit

4. Summarize cart

Help ▾

Describe the items in your cart. If you are requesting several items, name at least 3.

Examples: ([hide](#))

- My students need a document camera, calculators and math manipulatives.
- My students need 50 books to improve literacy including Where the Wild Things Are, The Story of Ruby Bridges and Flat Stanley.
- My students need six wireless headphones with a monitor and a set of comprehension kits for our listening center.

My students need

[Check spelling](#)

Character count: **17**
Characters remaining: **153**
Minimum characters: **25**

Save draft

Save and tell your story

Materials	Vendor	Price	#	Total
Apple MacBook Pro - 13.3" - Core i5 - OS X 10.8 Mountain Lion - 4 GB RAM - 500 GB HDD	Best Buy for Business	\$1,199.99	1	\$1,199.99

[Edit cart](#)

[Why can't I ask for more than the items I added to my cart?](#)

- **Summarize** the items you've requested in one sentence that reflects exactly what's in your cart.
- If you need to make **changes to your materials**, use the "Return to Go Shopping" link.



Donors Choose.org
Teachers ask. You choose.

Step 5: Tell Your Story

Create a project

- [1. Get organized](#)
- [2. Choose project type](#)
- [3. Go shopping](#)
- [4. Summarize cart](#)
- [5. Tell your story](#)**
- [6. Add details](#)
- [7. Get creative](#)
- [8. Review & submit](#)

5. Tell your story Help ▾

Introduce us to your classroom by answering a question like:

- How would you describe a typical day in your classroom?
- Where do you want your students to be at the end of the school year? What's your biggest challenge getting them there?
- What is your favorite quote and how does it relate to your project?

Examples: [\(hide\)](#)

- My students are hungry, not only for the food in the cafeteria, but also for the lessons in their books.
- Some of my students have not yet discovered books that capture their imaginations. This could be the year that magic happens and they fall in love with books.

[Check spelling](#)

Character count: **232**
Characters remaining: **68**
Minimum characters: **50** ✓

Tell us more about your students.

Who are they? What are they like? How would you describe your school? For privacy, don't reveal names or your precise location.

[Check spelling](#)

Character count: **446**
Characters remaining: **554**
Minimum characters: **250** ✓

Describe how your students will use the materials you're requesting.

Help your reader envision these resources in your classroom. What activity will your students be able to do? What will they learn?

[Check spelling](#)

Character count: **446**
Characters remaining: **554**
Minimum characters: **250** ✓

- Describe your project by answering these four questions. The more **concise and compelling** your story, the more likely it is to attract donors.
- Need some **inspiration**? Click on the examples link on the screen or check out the essays of [projects already posted](#) on DonorsChoose.org.



Step 6: Add details

Create a project

1. [Get organized](#)
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3. [Go shopping](#)
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5. [Tell your story](#)
6. **Add details**
7. [Get creative](#)
8. [Review & submit](#)

6. Add details

Help ▾

What kind of resource(s) does this project request?

- Books
- Technology
- Supplies
- Other

What subject area(s) will your project support?

Subject area:

Additional subject area (optional):

How many students will benefit from this project this school year?

This project's resources will benefit students in the following grades:

- | | | | |
|---------------------------------------|------------------------------------|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Pre-K | <input type="checkbox"/> 3rd Grade | <input type="checkbox"/> 6th Grade | <input type="checkbox"/> 9th Grade |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> 4th Grade | <input type="checkbox"/> 7th Grade | <input type="checkbox"/> 10th Grade |
| <input type="checkbox"/> 1st Grade | <input type="checkbox"/> 5th Grade | <input type="checkbox"/> 8th Grade | <input type="checkbox"/> 11th Grade |
| <input type="checkbox"/> 2nd Grade | | | <input type="checkbox"/> 12th Grade |

Save draft

Save and get creative

[How do I calculate how many students will benefit from this project this school year?](#)

- Add details to your project to **give donors more information about your classroom.**
- Calculate only the number of students who will benefit from the project **this school year.**

Step 7: Get Creative

Create a project

1. [Get organized](#)
2. [Choose project type](#)
3. [Go shopping](#)
4. [Summarize cart](#)
5. [Tell your story](#)
6. [Add details](#)
7. **Get creative**
8. [Review & submit](#)

7. Get creative

Help ▾

Give your project a title to capture attention. Capitalize It Like a Book Title.

Title:

[Check spelling](#)

39 characters remaining

Does your account photo still make you smile?



A picture is worth a thousand words! Inspire your donors with an account photo that reflects you, your students, or the great work you are doing in the classroom.

This photo will be displayed on your public teacher page, with all your projects, and anytime you donate.

Save draft

Save, review & submit

- Grab the reader's attention with a snazzy title, and double check your spelling to avoid errors.
- Upload an account photo which will help reflect the great work going on in your classroom



Donors Choose.org
Teachers ask. You choose.


Step 8: Review & Submit

Create a project

- Get organized
- Choose project type
- Go shopping
- Summarize cart
- Tell your story
- Add details
- Get creative
- Review & submit

8. Review & submit Help ▾

21st Century Learning [\(edit\)](#)



My Students: Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. [\(edit\)](#)

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. [\(edit\)](#)

My Project: Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. [\(edit\)](#)

Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. [\(edit\)](#)

My students need Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. [\(edit\)](#)

[edit details](#) [edit cart](#)

materials	vendor	price	#	total
Apple MacBook Pro - 13.3" - Core i5 - OS X 10.8	Best Buy for Business	\$1,199.99	1	\$1,199.99
Mountain Lion - 4 GB RAM - 500 GB HDD				
Vendor shipping charges				\$0.00
State sales tax				\$0.00
3rd party payment processing fee				\$18.00
Fulfillment labor & materials				\$30.00
Project cost excluding donation to support DonorsChoose.org				\$1,247.99
Optional donation to support DonorsChoose.org				\$220.23
Project cost including donation to support DonorsChoose.org				\$1,468.22

Our team works hard to negotiate the best pricing available.

County: New York (Manhattan) Level: Grades PreK-2
District: New York City Dept Of Ed Subject: Environmental Science (in Math & Science)
Community: Chelsea - Clinton Mathematics (in Math & Science)
Zip: 10018-6938 Students reached: 20
Free/reduced lunch: 0%-9% Project ID: 1273442
Teacher's funded 0 projects:

[Save draft](#) [Submit project](#)

- Look over your essay, project details and requested materials. You can go back and **make changes if needed**.
- Review your project carefully before submitting your project. After this step, it **cannot be modified**.

What's Next?

You've submitted your project -- nice work!

We'll review your project within 5 business days and either post your project or ask you follow-up questions.

Thanks for going above and beyond for your students!