

Step 1: Welcome!

Create a Project [home](#) > [my account](#) > [my project drafts](#) > **Welcome**

Steps:




1. Welcome
2. Choose Project Type
3. Create Title
4. Go Shopping
5. Summarize Cart
6. Tell Your Story
7. Provide Project Details
8. Quantify Impact
9. Select Expiration Date
10. Confirm and Submit

Welcome!

We're glad you're here.
Whether you have a creative project idea or need basic supplies, we know you're committed to ensuring that your students have the resources and opportunities they deserve.



[Video Guide](#) | [Help](#)

We're here to help. If you get stuck along the way, there are three places on each page to find help:

-  **Video Guide | Help**
(Top Right): You will find a video help and a pull-down help menu of resources.
-  **Steps** (Left): You can track where you are in the process and return to a step at any time.
-  **Common Questions**
(Bottom): You'll find answers to common questions teachers ask.

[Get Started](#)

And if you are new or need a refresher:

-  — How to submit a project.
- 

[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 **10 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 ▼

What type of resource would you like to request?

You currently have **3** points to spend. ([Why?](#))

- Materials through the DonorsChoose.org vendor directory (1-4 points)
 - Materials between \$100 and \$400 (1 point)
 - Materials between \$401 and \$800 (2 points)
 - Materials more than \$801 (4 points)
- Special request for materials not available through the DonorsChoose.org vendor directory (6 points)
- Class trip (4 points)
- Class visitor (4 points)

Save and Create Title >

- 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-\$400 in materials** to have the best chance of receiving funding!



DonorsChoose.org
Teachers ask. You choose.

Step 3: Create Title

Create a Project

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Steps:

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3. Create Title

Help ▼

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

You can come back later and change this if you wish.

Title:

[Check spelling](#)

60 characters remaining

Save Draft

Save and Go Shopping >

Example Titles

- From Garbage to Gold: The Alchemy of Composting ([view project](#))
- Van Gogh's Starry Night in Motion! ([view project](#))
- Ravenous Readers Need a Larger Leveled Library ([view project](#))

[What makes a project successful?](#)

- Grab the reader's attention with a snazzy title, and **double check your spelling** to avoid errors.
- If you need **inspiration**, check out the example titles at the bottom of the page.



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Step 4: Go Shopping

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Steps:

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4. Go Shopping [Video Guide new!](#) | [Help](#) ▾

[Art & Music](#) | [Books & Magazines](#) | [Digital Resources](#) | [Early Childhood](#) | [Furniture](#) | [Science & Math](#) | [Special Needs](#) | [Sports & Health](#) | [Supplies](#) | [Tech](#) | [All](#)

akj books
BEST BUY FOR BUSINESS
BSN SPORTS
US Games
CAROLINA
World-Class Support for Science & Math
CDW
BLICK
art materials
ENCICLOPEDIA
Britannica
FREY
scientific
GRAINGER
FOR THE ONES WHO GET IT DONE
KAPLAN
Lakeshore
products designed with learning in mind
Nasco
Quill.com
Best experience in office products
Sargent-Welch
VWR
School Specialty
Teachers' School Supply
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 4: Go Shopping


Create a Project

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4. Go Shopping: Your Cart

 [Video Guide new!](#) | [Help](#) ▼

Materials	Vendor	Price	#	Total
GG148 - A Place for Everyone Circle Time Carpet for 10	Lakeshore Learning	\$269.00	<input type="text" value="1"/> update	\$269.00 remove

You have: **3** points. This project will cost: **1** point. Material Cost **\$269.00**

Vendor Shipping Charges	\$0.00
State Sales Tax	\$0.00
3rd Party Payment Processing Fee	\$4.04
Fulfillment Labor & Materials	\$30.00
Project Cost Excluding Donation to Support DonorsChoose.org	\$303.04
Optional Donation to Support DonorsChoose.org	\$53.48
Project Cost Including Donation to Support DonorsChoose.org	\$356.52

[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 5: Summarize Cart

Create a Project

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Steps:

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5. Summarize Cart

[Help](#) ▼

In one sentence, summarize the requests in your cart below.

Summary Examples:

[Hide Examples](#)

"My students need 50 children's books, such as Green Eggs and Ham and Mr. Moon to read during story time."

"My students need a new rug, calculators and other basic supplies to start the new school year."

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
Ceres Pencils Dozen	Teacher's School Supply Inc. (Punch Out)	\$2.69	20	\$53.80
Pencil Box Lime	Teacher's School Supply Inc. (Punch Out)	\$2.99	35	\$104.65

[Return to Go Shopping to 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.



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Teachers ask. You choose.

Step 6: Tell Your Story

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6. Tell Your Story Help ▾

Open with the challenge facing your students.
Opening Examples:
[Show Examples](#)

[Check spelling](#)
Character count: 0
Characters remaining: 300
Minimum characters: 50

Tell us more about your students.
Who are they? What are they like? What kind of school do they attend? For privacy, don't reveal names or location -- mentioning your state is OK, but nothing more specific.

[Check spelling](#)
Character count:
Characters remain
Minimum charact

Inspire potential donors with an overview of the resources you're requesting.
Include a vivid description of how these resources will change your students' lives for the bet activity will you be able to do? What will your students learn?

[Check spelling](#)
Character count: 0
Characters remaining: 1000
Minimum characters: 250

Close by sharing why your project is so important.
This is your last chance to convince donors to support this project. How will donations to this request make a difference? What broad impact will this project have on your students?

[Check spelling](#)
Character count: 0
Characters remaining: 600
Minimum characters: 180

[Save Draft](#) [Save and Provide Project Details](#) >

- 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 7: Provide Project Details

Create a Project

[home](#) > [my account](#) > [my project drafts](#) > Provide Project Details

Steps:

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- 7. Provide Project Details**
8. Quantify Impact
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7. Provide Project Details

Help ▾

What subject area(s) will your project support?

* Subject area:

Additional subject area (optional):

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

- Books
- Technology
- Supplies
- Other

Save Draft

Save and Quantify Impact >

[Are my materials essential needs or enrichment?](#)

- The information you enter here will **help donors find your project** once it's posted.



Donors Choose.org
Teachers ask. You choose.

Step 8: Quantify Impact

Create a Project

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- 8. Quantify Impact**
- [9. Select Expiration Date](#)
- [10. Confirm and Submit](#)

8. Quantify Impact

Help ▼

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

First select a range,
then select individual
grade levels

Grades PreK-2

Pre-K

Kindergarten

1st Grade

2nd Grade

Grades 3-5

3rd Grade

4th Grade

5th Grade

Grades 6-8

6th Grade

7th Grade

8th Grade

Grades 9-12

9th Grade

10th Grade

11th Grade

12th Grade

If the range does not accurately describe the grade levels of the students who will benefit from this project, please check or uncheck individual grade levels as necessary. You must have at least one grade range and one grade level checked.

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

Save Draft

Save and Select Expiration Date



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

- Quantify the impact of 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.**



Donors Choose.org
Teachers ask. You choose.

Step 9: Select Expiration Date

Create a Project

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Steps:

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- 9. Select Expiration Date**
10. Confirm and Submit

9. Select Expiration Date

Help ▾

Projects posted to DonorsChoose.org have up to 4 months to receive funding.

- Keep my project on the site as long as you can! (4 months)
- My project can't take place after a certain date, so I need to set my own expiration date. Keep my project on the site until . This date is 6 weeks before I need my materials. ([Why?](#))

Projects not fully funded at the time of their expiration will be removed from our public site but will remain in your account for your reference.

Save Draft

Save and Confirm Project



[What happens if a project has only partial funding when it expires?](#)

[Why won't an earlier expiration date increase my chances of funding?](#)

- Materials will be **purchased** only after a project is fully funded.
- We encourage you to leave your project posted for **the full 4 months if possible** to maximize your chance of funding.



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Teachers ask. You choose.


Step 10: Confirm and Submit

Steps:

- Welcome
- Choose Project Type
- Create Title
- Go Shopping
- Summarize Cart
- Tell Your Story
- Provide Project Details
- Quantity Impact
- Select Expiration Date
- 10. Confirm and Submit**

10. Confirm and Submit Help ▾

Let's Listen to A Story! [\(edit\)](#)



My Students: Have you ever tried reading a good book and found yourself unable to concentrate on what you are reading because of other people who are reading aloud or talking? Well it's more challenging when you're a second grader trying to read a good book. [\(edit\)](#)

My students attend a Spanish immersion magnet school in northern California. This is a wonderful class and they are very hard-working students. We are a very diverse community and you can see this in our school. They love going to school. The students at our school are learning to read and write in Spanish, and gradually learn to read and write in English. Our goal is for the students to exit our school knowing how to speak, read and write in both languages! " [\(edit\)](#)

My Project: What I wish for my students is a listening center where they can listen to a leveled book during their reading group time without disturbing the other groups. They currently listen to the CDs in a boombox on the floor, away from the other reading groups because I cannot have the volume too loud. At the same time, I have 4 other groups reading their leveled reading books aloud. Because all of the groups run at the same time, it can get a bit loud. And when one of the groups has to read and listen to a story, the noise level gets a bit too high because everyone is trying to listen to themselves read and they are hearing the story on CD. This then becomes a distraction to the rest of the class. [\(edit\)](#)

The listening center is one of those things that I have always wanted for my class to help run my reading groups more efficiently. Since we are a Spanish immersion school, listening to a story quietly allows students to hear the correct pronunciation. When they see the word and hear the pronunciation they acquire the language better. Also, listening to a story increases their reading fluency. [\(edit\)](#)

My students need: "My students need a new rug, calculators and other basic supplies to start the new school year." [\(edit\)](#)

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

Ms. Bishop - Teacher **Project Details**

Materials	Vendor	Price	#	Total
Optima DC300i - document camera	Best Buy for Business	\$349.99	1.0	\$349.99
(edit cart)				
Vendor shipping charges				\$12.00
State sales tax				\$0.00
3rd party payment processing fee				\$5.25
Fulfillment labor & materials				\$30.00
Project cost excluding donation to support DonorsChoose.org				\$397.24
Optional donation to support DonorsChoose.org				\$70.10
Project cost including donation to support DonorsChoose.org				\$467.34
County: New York (Manhattan)	Level: Grades 3-5			
District: New York City Dept Of Ed	Subject: Literacy (in Literacy & Language)			
Community: Chelsea, Clinton	Students reached: 25			
Zip: 10018	Expiration: Jul 24, 2013			
Teacher's funded projects: 0	Project ID: 977417			
Thank-you punctuality: N/A				

[Save Draft](#) [Submit Project >](#)

- Look over your essay, project details 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!