# **Administrators: Best Practices and Reminders for CLASS 2.0 grants**

**Things to do prior to submitting your DonorsChoose project:**

1. **Watch** a [pre-recorded webinar.](https://youtu.be/cIUDJYSiiRE)
2. **Attend** CLASS 2.0 Grant Office Hours if needed (see links below).
3. **Read** the [FAQs](https://officemgmtentserv.sharepoint.com/:w:/r/sites/CLASSGrantDonorsChoose/_layouts/15/Doc.aspx?sourcedoc=%7B7A5C55C2-7EC6-450F-9E29-46C8B1B28C42%7D&file=FALL%202022%20CLASS%20Grant%20FAQs.docx&action=default&mobileredirect=true&cid=a2b03da1-c009-4971-b72b-dd45e30840ed).
4. IT Administrator/Leader: **Whitelist** DonorsChoose. DonorsChoose will correspond multiple times with members of your district to confirm project and mailing addresses. If the DonorsChoose emails do not arrive in a readily available inbox, a teacher’s project may not be funded as confirmation may be delayed or never completed.
5. **Determine** the process by which your teachers’ grants can be approved on a timely, efficient basis within your building/district. Please note each district begins on one of three days determined by the school district’s area code.

Area code 580 begins November 1 at 4 p.m.

Area code 918 begins November 2 at 4 p.m.

Area code 405 begins November 3 at 4 p.m.

The principal, district curriculum leader, IT Director, and/or superintendent will need to **review** each teacher’s request ensuring each request is in accordance with the district guidelines and state laws. It is the responsibility of the principal and district leadership team to approve all grant-related items.

1. **Consider** becoming a [District Partner](https://www.donorschoose.org/districtpartnerships) with DonorsChoose. The best way to see a composite listing of submitted grants is to become a [District Partner](https://www.donorschoose.org/districtpartnerships) with DonorsChoose. The process is simple.
   1. Principals can opt in to receive reporting on projects from your school through the [principals page](https://www.donorschoose.org/principals) or sign up for alerts about new projects through your school page.
   2. Other resources for administrators include the [School District Toolkit](https://docs.google.com/presentation/d/144FlWpqB7eQ3utGRuToE_3ZeW0FF6LoHzx6xdl93KJo/edit#slide=id.g21bb11b994_0_99). This guide for school district leaders includes case studies of districts using [DonorsChoose.org](https://www.donorschoose.org/) to support district-wide goals, template communications to create buzz with principals and teachers, and a teacher training deck.
   3. [District Controls](https://www.donorschoose.org/donors/article.html?id=920&23445344534343488#reporting) is a description of the controls [DonorsChoose.org](https://www.donorschoose.org/) has set up for districts. We encourage you to connect your district leadership to [DonorsChoose.org](https://www.donorschoose.org/), so they can initiate regular reporting with the district and collect the district’s technology guidelines for teachers.
   4. You may also search by school or teacher name on the [DonorsChoose home page](https://www.donorschoose.org/?gclid=CjwKCAiAo4OQBhBBEiwA5KWu_9M9qLGsd2IzpihegTD838BKoAX6omNs8lB1MzHpezld1h_vgo-xWxoCt8MQAvD_BwE).

**Remember**, the items purchased through the CLASS Grant 2.0 and DonorsChoose Oklahoma campaign become the property of the school district. All non-consumable items will need to be inventoried according to the protocols for federal grants. The OSDE can help districts with a composite list of teachers, sites, and respective link to each teacher’s project who received a grant, but the item inventory (order/delivery/receipt) will be the district’s responsibility.

**CLASS 2.0 OFFICE HOURS**

**Thursday, Oct. 27 from 7:00 a.m. - 8:30 a.m.**

Join Zoom Gov Meeting, click link below:

[https://www.zoomgov.com/j/1611502881pwd=d0xDNUFIdU5WczBXY1NiR0NHUWlmQT09](https://www.zoomgov.com/j/1611502881?pwd=d0xDNUFIdU5WczBXY1NiR0NHUWlmQT09)

Meeting ID: 161 150 2881 Passcode: 996807

**Thursday, Oct. 27 from 3:30 p.m. - 5:00 p.m.**

Join Zoom Gov Meeting, click link below:

[https://www.zoomgov.com/j/1607267823pwd=SGhpMVRGTmpDWFd4TTAvcEV1d3Bsdz09](https://www.zoomgov.com/j/1607267823?pwd=SGhpMVRGTmpDWFd4TTAvcEV1d3Bsdz09)

Meeting ID: 160 726 7823 Passcode: 234308