**BEST PRACTICES FOR SUBMITING A CLASSROOM**

**LEARNING AND SCHOOL SUPPLY (CLASS) GRANT**



**Area Code Group: 405**

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

1. **Watch** a [pre-recorded webinar](https://youtu.be/cIUDJYSiiRE).
2. **Attend** CLASS 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).
4. **Teachers:** Besure to submit your project for building/district review through the process determined by your district. When you submit your grant, you are confirming that your grant has been approved at the appropriate site and/or district level(s) and that as such, your project meets your district’s guidelines and the state laws of Oklahoma.
   1. **Create your DonorsChoose account. If you already have an account, skip ahead to the next step!**
   2. **Note y**our day to apply for a project.

Teachers whose school district area code is **405** may begin applying Thursday, November 3 at 4 p.m. Use campaign code: **OKLAHOMA405**

**Begin** your project within the DonorsChoose website on the day the campaign opens for **your district’s area code**.

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| **Oct 25 – Nov 2** | Draft grant essays using a [worksheet](https://drive.google.com/file/d/19N5xUrR4134rg5dnEB8Z0pZ_JFx4Ec4N/view?usp=sharing); get site principal or district administrator approval. |
| **Thurs., Nov 3 at 4 p.m.** | Enter your drafted grant language into the corresponding prompt sections on DonorsChoose website. Use **OKLAHOMA405** campaign code when you start your project. |
|  | Submit DonorsChoose project. |
|  | DonorsChoose will review your project to ensure that it meets eligibility guidelines - and approve if so. |
|  | 405 projects will receive donations, and new projects will be accepted until the $2,482,200 has been expended. |

\*\*Projects started prior to the day assigned to a district will not be funded by the OSDE’s federal dollars.

1. **Use** the vendors listed on the DonorsChoose site. Asking for special requests will delay your project and risk your funding. Ensure that you are requesting materials that will directly benefit students. You can check [here](https://help.donorschoose.org/hc/en-us/articles/4420604955543) to confirm that you are requesting eligible resources, and find a list of commonly requested items on the DonorsChoose [here](https://help.donorschoose.org/hc/en-us/articles/202000267-Where-to-find-commonly-requested-items).
2. **Stay** within the $800 budget for cost of materials and taxes. You do not have to account for the cost of fees, shipping, etc. However, if your materials cost more than the allotted $800, your project will need additional donations outside of what the OSDE has set aside: one $800 project per teacher (you may request less than $800). You may see that the donation value will be $1,000, which is to cover the extra taxes, shipping, and fees associated with your project. If the total project cost exceeds $1000, additional crowdsource funding will be required before the project is fully funded. This may delay how quickly a teacher receives his/her supplies.
3. [**Write**](https://officemgmtentserv.sharepoint.com/:b:/s/CLASSGrantDonorsChoose/EfegHZhxj2dIioG74FOcN34BJoZyfHVmICdLuVjwD6QMfw?e=ltim6L) a good essay. If awarded, your essay will be published on the DonorsChoose [webpage](https://www.donorschoose.org/). When answering the essay prompts, make sure that you are clearly outlining the resources you are requesting, and describing how students will benefit from the resources. Describe your students in realistic, yet positive words and phrases. For example: “at risk” students could be “at-promise” students. Students “in poverty” are “students facing socio-economic challenges”. Be sure to get a peer editor and be a peer editor.
4. **Include** specific, clear, and concise goals linking your requested resources to needs in your individual classroom. Include items such as, but not limited to:
   1. **Statement of needs**: What is the learning need for your purchase(s)? What items are you requesting, and why?
   2. **Learning objectives**: How will this purchase help meet the learning need?
   3. **Target population served**: Who is the target population in your learning need?
   4. **Outcomes attributed to this project:** How will your students’ learning change as a result of this project? How will students benefit as a result?
   5. **Watch** your emails carefully. Once your project has been approved and funded, you will receive an email asking to confirm your school email address and school mailing address within 7 days.

**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