

*How to use DonorsChoose.org
and get the
classroom supplies you need*

Presented by

Joel Craven

The Horace Mann Companies





Horace Mann has been meeting the insurance and retirement needs of educators for more than 65 years. We offer many services and products, including life, auto and homeowner insurance and retirement annuities.





... but we're also committed to helping further the cause of education by helping educators get the resources they need for classrooms.

That's why we've partnered with
DonorsChoose.org.

Contents

- What Is DonorsChoose.org?
- Does it Work?
- How Does it Work?
- Who is Eligible To Request Materials at DonorsChoose.org?
- What are Some Project Ideas?
- How Can Teachers Get Started?
- How do I Submit a Request for Materials?

What Is DonorsChoose.org?

DonorsChoose.org is a nonprofit that connects public school teachers in need of classroom materials and experiences with individual donors who want to help.



Does It Work? Yes.

- Since 2000, DonorsChoose.org has made possible more than **207,000 classroom projects** benefiting more than **5 million students**.
- These projects have brought over **\$85 million dollars** in resources to public school classrooms.
- On average, **3 out of 4 projects** posted to DonorsChoose.org requesting \$400 or less in materials are funded!

What has Horace Mann contributed?

- During the spring of 2011, Horace Mann funded **1,730 classroom projects** through its Double Your Impact grant.
- These projects reached more than **138,000 students**.
- Agents helped fund thousands of other projects through DonorsChoose.org gift cards.
- Horace Mann gave **over \$650,000** in 2011.

DonorsChoose.org and Van Hise Elementary

- Since Dec 1, 2010, DonorsChoose.org has made possible **12 classroom projects** in your school.
- These projects have brought **\$6,149** in resources to your classrooms.



How Does It Work?



Who Is Eligible To Submit A Project Request At DonorsChoose.org?

- **All full-time classroom teachers at public schools**
(who spend more than 75% of each workday with students)
- **Other full-time, front-line educators at public schools**
(Nurses, Guidance Counselors, etc. who spend more than 75% of their workday with students)

PLEASE NOTE: At this time, Administrators, Volunteers, Staff Developers, Paraprofessionals, Teacher Aides and Substitute Teachers cannot request resources at DonorsChoose.org.



Horace Mann[®]
Founded by Educators for Educators

What Are Some Project Ideas?

- **Thinking Globally**

Class subscriptions to Weekly Reader and Time for Kids Magazines, \$263

- **Can We Do Math Now?**

Math games and an overhead timer to reinforce key skills, \$258

- **Providing Hands-On Learning Experiences in Science**

Frog Habitat and Weather Exploration kits, \$223

- **Music For Our Music Room**

Boom box to play recordings of popular instruments, \$352

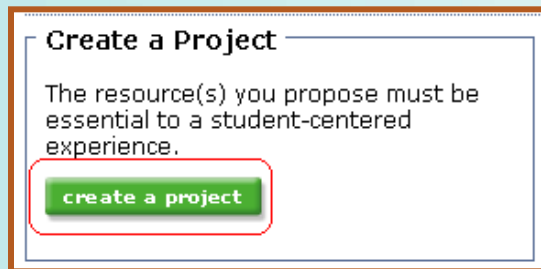
How Can Teachers Get Started?

To get started, teachers should:

1. Visit www.donorschoose.org/teacher.
2. Select “Get Started” to create a teacher account.
3. Log in to your teacher account and submit your first project!

How To Submit A Project Request

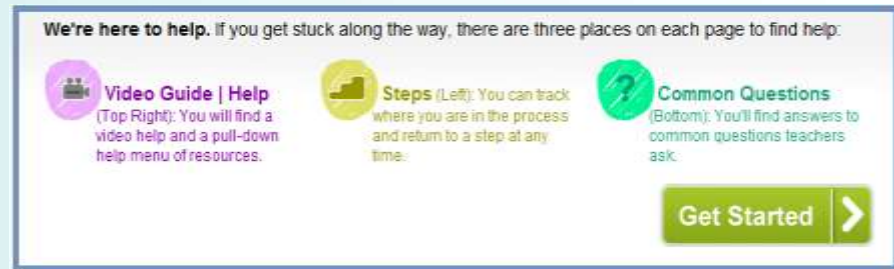
1. Log in to your teacher account and select “create a project” then “Get Started.”



Create a Project

The resource(s) you propose must be essential to a student-centered experience.

[create a project](#)

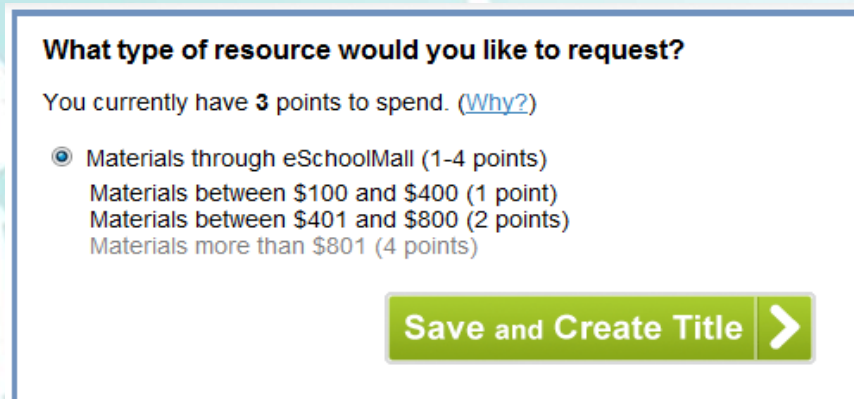


We're here to help. If you get stuck along the way, there are three places on each page to find help:

- 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](#)

2. Select project type, then “Save and Create Title.”



What type of resource would you like to request?

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

Materials through eSchoolMall (1-4 points)
Materials between \$100 and \$400 (1 point)
Materials between \$401 and \$800 (2 points)
Materials more than \$801 (4 points)

[Save and Create Title](#)

How To Submit A Project Request

3. Name your project, then “Save and Go Shopping” at e-school mall.

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** >

Shop for the exact materials you need through eSchoolMall.

Go shopping at  **>**

How To Submit A Project Request

4. “Continue” through our tips, then “Search” or “Go To Website” to shop for materials.

We've learned from our teachers that it's very important to **read carefully as you shop**, including the full item description and "more details."

Why?

- **Product names may be misleading** and, without a closer look, an accessory (e.g. a projector stand) may appear to be the item itself (e.g. a projector).
- **Items may not include all the desired accessories** (e.g. some computers come without monitors) and sometimes come in multiple sizes (especially furniture).
- We don't want any unhappy surprises when materials arrive, such as books at the wrong reading level or specimens that are live instead of preserved!

[Continue](#) >

Find materials for your project request using Express vendors' catalogs and websites, and then add them to your eSchoolMall shopping cart.

After you have selected materials for your proposal, be sure to view your eSchoolMall cart and then check out of eSchoolMall so that all of the items will be transferred to your DonorsChoose.org project proposal.

Search Express Catalogs

Search the catalogs of the vendors below.

Enter Text

e.g. "LCD projector," or "Scrapbook"

- Carolina Biological Supply Company
- Encyclopedia Britannica, Inc. (DC)
- Lab Safety Supply
- Quill Corporation
- Sargent Welch
- Time for Kids
- Weekly Reader

Shop Express Websites

Select a vendor to go to its website. Shop and add items to your cart. Completing the checkout process is required to add your item(s) to your eSchoolmall cart. Note that you will not need to pay for your items.

OR

- A Teacher's School Supply
- Kaplan Early Learning
- Lakeshore Learning
- Nasco
- Sax Arts & Crafts/School Specialty
- School Specialty
- Sportime/School Specialty
- Woodwind & Brasswind



Horace Mann
Founded by Educators for Educators

How To Submit A Project Request

5. “Save and Summarize” your shopping cart then write a summary sentence of what you requested.

Materials	Vendor	Price	#	Total	
Nancy Drew #7: The Charmed Bracelet-Graphic Novel	AKJ Books	\$6.93	50	\$346.50	edit or remove

[clear entire cart](#) [add materials](#)

You have: 3 points. This project will cost: 1 point. **Material Cost \$346.50**

Vendor Shipping Charges	\$0.00
State Sales Tax	\$20.79
3rd Party Payment Processing Fee	\$5.20
Fulfillment Labor & Materials	\$35.00
Project Cost Excluding Donation to Support DonorsChoose.org	\$407.49
Optional Donation to Support DonorsChoose.org	\$60.89
Project Cost Including Donation to Support DonorsChoose.org	\$468.38

[Save Draft](#) [Save and Summarize Cart](#) >

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](#) >

How To Submit A Project Request

6. Tell us about your classroom and project idea.

6. Tell Your Story Help ▾

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

- Do you remember what it was like the first time you read a book that you couldn't put down? My students have not yet discovered books that capture their imaginations, but they have also not yet met Roald Dahl.
- "Be the change you want to see in the world," Mahatma Gandhi said, and my students apply this quote in my classroom and dream big every day.
- Save our fingers! The kitchen knives and shears in our home economics classroom seem as though they are older than our 1970s building!

[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: **0**

How To Submit A Project Request

7. Tell donors about the impact of your project, then confirm project details and submit!

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

*** What classroom need does your project meet? (Donors fund both types equally!)**

Essential Needs

Enrichment

Level: [Grades 9-12](#)

Teacher's funded projects: 0

Thank-you punctuality: [N/A ?](#)

Subject: [Applied Sciences \(in Math & Science\), Music \(in Music & The Arts\)](#)

Resource: [Books \(Essential\)](#)

Students reached: 122

Used by future students? Yes

Submitted: Aug 06, 2010 | Expires: Jan 05, 2011

Project ID: 414843

What Happens After You Submit A Project To DonorsChoose.org?

- DonorsChoose.org volunteers will review your project and post it on the site.
- Once it's posted, donors can visit the site and choose to fund project.
- Once a project is funded, DonorsChoose.org orders the materials, ships them to the school, and collects Thank-You Package for the donors.

**Questions? Call me at (608) 663-8012 or
email me at
joel.craven@horacemann.com**

DonorsChoose.org



Horace Mann[®]
Founded by Educators for Educators

