

# DonorsChoose.Org Request Approval

Please complete the following form to receive approval to post your DonorsChoose.org profile. If you do not receive a response within two business days, please contact the Grants Department at Grants@PasadenaISD.org or 713-740-0869.

A preview of the DonorsChoose.Org Request Approval form can be found here (link will be added once form confirmed).

\* Required

## Pasadena ISD DonorsChoose.Org District Guidelines

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Please review PISD District Guidelines for DonorsChoose.Org Projects found here:

[https://www1.pasadenaisd.org/UserFiles/Servers/Server\\_80688/File/Grants%20Department%20Files/DonorsChoose.org%20Guidelines.pdf](https://www1.pasadenaisd.org/UserFiles/Servers/Server_80688/File/Grants%20Department%20Files/DonorsChoose.org%20Guidelines.pdf).

## Your Information

1. First Name \*

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2. Last Name \*

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3. Campus or Department \*

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4. Job Title \*

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5. Phone \*

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6. Email \*

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## Project Information

7. Project Title \*

What title will appear at the top of you project page?

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**8. Project Description \***

Please include the actual text to be posted to DonorsChoose.org.

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**9. Enter the dollar amount being requested for this project. \***

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**10. Breakdown of expenses \***

List the merchandise selected through DonorsChoose.org vendor directory, including cost per item.

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**11. Does this project involve electronic devices, software, apps, or online subscriptions? \***

Mark only one oval.

- Yes
- No

**12. If yes, please click below to confirm you have read/agree to PISD district guidelines for DonorsChoose.org projects and have notified appropriate staff/departments regarding any technology requests.**

Check all that apply.

- Confirm

## Acknowledgements

**13. I am an eligible applicant, per DonorsChoose definition: a full-time employee (educator) who works directly with students at least 75% of the time. In addition to teachers, DC also welcomes librarians, guidance counselors, school nurses, and full-time teachers who are also coaches. \***

Check all that apply.

- Yes

**14. I have consulted with my principal during the development process, made any revisions requested, and obtained principal approval. \***

Check all that apply.

- Yes

15. I affirm that participation in this program will not result in unreasonable or hidden costs to the district and will not require extensive maintenance on the part of the district. \*

*Check all that apply.*

Yes

16. I agree to fulfill all requirements and expectations outlined in the DonorsChoose.org plan, such as the student-generated Thank-you Package they expect. \*

*Check all that apply.*

Yes

17. I have read PISD District Guidelines for DonorsChoose.org and acknowledge that all items received via DonorsChoose.org will be owned by PISD, are not my personal property, and must remain with the campus/program described in the posted project. \*

*Check all that apply.*

Yes

## Submission Page

If you have any questions regarding this form or your DonorsChoose.org application, please contact the Grants Department at [Grants@PasadenalSD.org](mailto:Grants@PasadenalSD.org) or 713-740-0869.

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