

Adelanto Elementary School District

DonorsChoose.org

District Guidelines

To ensure your project is approved for submission and posting on the DonorsChoose.org website, please follow the guidelines listed below.

1. Register for a DonorsChoose.org account.
2. Create a project but **do not** post your project.
3. Submit a DonorsChoose.org Request Approval Form. The form can be accessed via the AESD Purchasing Department home page or via direct link here:

<http://www.aesd.net/Content2/donorschoose-approval>

4. The Business Office will review your submission and provide a response within seven (7) business days.
5. Once the project is approved by the Business Office, you may submit the project to DonorsChoose.org.

Things to remember:

1. No money, checks, or gift cards are sent to the teacher or school. Items requested through DonorsChoose.org are shipped to the warehouse.
2. Principal will receive an email/fax when materials are ordered for a fully funded project. DonorsChoose.org relies on the principal to ensure the integrity of the program and may contact them directly.
3. All items received via DonorsChoose.org will be owned by AESD, are not your personal property. The items must remain with the campus/program described in the posted project.
4. Technology delivered to the school must be placed on the school's inventory and must be asset tagged and entered into the District's Fixed Asset application.
5. Please notify lori_mcmillen@aesd.net if your project was funded or not funded.

In addition to AESD procedures, DonorsChoose.org has established its own set of Procedures, published on www.DonorsChoose.org. Learn them, keep your principal up-to-date on your status, and be compliant with the program.

If you have any questions, please call (760) 246-8691 ext 10202, or send an email to lori_mcmillen@aesd.net.