



# OGDEN SCHOOL FOUNDATION

## Instructions for Employees Ineligible for DonorsChoose.org Accounts

According to DonorsChoose.org (“DC”) eligibility guidelines, the following employees cannot register for a DC account: School Administrators, Instructional Coaches (unless they are also teaching students), Part-time Librarians, and District Specialists.

The Ogden School Foundation (“OSF”) will continue to accept grant requests from DC-eligible employees within the following process:

**School Administrators:** OSF will continue to fund one School Priority grant per school, per school year, up to \$4,000 for elementary schools and \$6,000 for secondary schools.

- Principals will need to partner with a full-time teacher in their school to post their School Priority grant request on DC. The principal is responsible for the research, writing, and item selection required to post the project. We recommend setting up 30 minutes to sit with the teacher sponsoring your grant request to complete the project submission process together.
- **The teacher posting the project on your behalf will need to enter the campaign code OGDENSPONSOR** when submitting a project on your behalf to ensure they will still be eligible for the full \$1,000 match offer for their individual requests.
- You will be responsible for assisting the sponsoring teacher with several tasks after your project is fully funded. This may include: selecting replacement items for out-of-stock resources; managing the delivery, storage, and disbursement of resources once they arrive at the school; and creating the [thank-you package](#) for DC.
- Posting these grant requests on DC keeps them within our reporting data and enables us to take advantage of DC’s outside donations, negotiated pricing, and facilitating shipping and handling.
- **Once the principal and teacher have posted the project, the principal will need to email a link to the DC project to Leslie Parslow at [parslowl@ogdensd.org](mailto:parslowl@ogdensd.org).** This email should clearly state in the subject line that it is a School Priority grant request.
- OSF will track School Priority grant requests separately and fund them fully if they are approved by the Grants Committee. Your emailing Leslie Parslow will initiate the funding approval process.
- Because DC does not allow funding requests for stipends paid to Ogden School District (“OSD”) employees, you will need to exclude those expenses from your project posted on DC. However, in the email you send to Leslie, you must describe in detail any requests for stipends to be paid to OSD employees. If approved, these costs would be paid by OSF, up to the \$4,000/6,000 total project limit.
- The OSF Grants Committee will review the grant requests as they are submitted and will keep you informed of funding decisions in a timely manner.
- This link has more information about how principals can use DC to help their teachers and schools: <https://www.donorschoose.org/principals>.

**Instructional Coaches, Part-Time Librarians, and District Specialists:** OSF will continue to accept grant requests for project(s) from these employees with a total goal of up to \$2,000 and will match up to \$1,000 per teacher, per school year.

- You will need to partner with a full-time teacher in the designated school to post your grant requests on DC. You are responsible for the research, writing, and item selection required to post the project. We recommend setting up 30 minutes to sit with the teacher sponsoring your grant request to complete the project submission process together.
- **The teacher posting the project on your behalf will need to enter the campaign code OGDENSPONSOR** when submitting a project on your behalf to ensure they will still be eligible for the full \$1,000 match offer for their individual requests.
- You will be responsible for assisting the sponsoring teacher with several tasks after your project is fully funded. These may include: selecting replacement items for out-of-stock resources; managing the delivery, storage, and disbursement of resources once they arrive at the school; and creating the [thank-you package](#) for DC.
- Posting these grant requests on DC keeps them within our reporting data and enables us to take advantage of DC’s outside donations, negotiated pricing, and facilitating shipping and handling.
- **Once you and the teacher have posted the project, you will need to email a link to the DC project to Leslie Parslow at [parslowl@ogdensd.org](mailto:parslowl@ogdensd.org).**
- Your email should clearly state that you are the person making this grant request, your position and the school(s) the project will impact, and the name of the teacher who is posting the project on your behalf.