

The logo for Donors Choose, featuring the words "DONORS" and "CHOOSE" stacked vertically in a bold, blue, sans-serif font. The text is slightly tilted to the right and set against a white background with a subtle drop shadow.

**DONORS  
CHOOSE**

Helping educators make an  
effective pitch on Donors Choose  
to support Hyperscore  
in their music room

# How it Works

You know what your students need. We're here to help you get it.



1

## Request Your Items

Get everything you need to be the teacher you want to be — all in one place.



2

## Get Funded

Your friends and family lend a hand; our community of donors takes care of the rest.



3

## Receive the Goods

We order everything for you and ship it straight to you. Hello, packages!

[Get started](#)

If you can dream it, you can request it.

# How do teachers get signed up?

[https://secure.donorschoose.org/teacher/teacher\\_registration.html](https://secure.donorschoose.org/teacher/teacher_registration.html)

## Teacher Sign-up

*Personal information*

*Teaching details*

If you're a teacher or a full-time educator who works directly with students, DonorsChoose is for you!

[Full eligibility details](#)

Your personal email address

[Why not my school email?](#)

*We need your personal (non-school) email address to send regular communications about your account.*

Full name

**Next: select my school**

Help Center > Creating a project > Class trips, visitors, or special requests

# Who can submit a Special Request project?

Special Request projects are a great way to bring your biggest ideas to life. Teachers who have 6 or more points can submit a Special Request project. You can find your points in the private info section of your account.

We partner with our vendors to make sure you can find the majority of materials for your classroom projects from them. New items are added daily! If you do not yet have the option to submit a Special Request, consider creating a project for [materials available from our vendor directory](#).

Help Center > Teacher accounts and projects > Your teacher account

## How do you earn and spend points?

You **earn** a point every time:

- Your project is funded and you confirm you still want the materials within 6 days.
- You upload your [impact letter](#) on or before its due date.
- We receive your [student thank-yous](#) on or before their due date (if your project doesn't require student thank-yous, you'll receive this point automatically).

You **spend** points every time you submit a project. The "cost" of each project depends on what you're asking for. A project requesting...

- Materials found in our vendor directory cost 1 point.
- [Virtual class trip or class visitor projects](#) cost 1 point.
- A "Special Request" for materials not found in our vendor directory costs 6 points.

*As of October 2nd, 2019 materials found in our vendor directory cost 1 point, regardless of the cost of materials. Previously, materials projects cost up to 4 points. In addition, we no longer deduct points for late confirmations or thank-you packages.*

If you have followed all of our guidelines and your account falls below 0 points, please [contact our team](#). We'll see what we can do!

[Help Center](#) > [Creating a project](#) > [Class trips, visitors, or special requests](#)

# Creating a Special Request project

When you have the 6 points needed to submit a Special Request project, you'll see the option to "Create a Special Request" at the bottom of the vendor list when creating your project.

Special Request projects allow teachers to shop for resources that are not available from our vendors. It's a great opportunity to get your unique ideas into the classroom!

While it's possible to choose any retailer, online or otherwise, we strongly encourage teachers to research their options and ensure that the business is a legitimate one.

We cannot accept requests for items that are already available through our vendors, so we can purchase items for you as fast as possible.



Help Center > Creating a project > Class trips, visitors, or special requests

## Ordering from a Special Request vendor

Special Request projects are a great way to bring your biggest ideas to life! You can request materials from any vendor located in the United States for a [Special Request](#) project. If your project is fully funded, we'll purchase your items in 1 of 3 ways:

- **Online order:** If the item can be ordered easily through a website, we'll purchase it for you and have it shipped to your school. You can choose any online vendor, as long as it is a legitimate business based in the United States
- **Check:** If the item requires a purchase order or invoice to be purchased, you'll upload a payment document and we'll send a check to your vendor.
- **Reimbursement:** If we can't place your order through a website or payment document, you or your school will need to purchase the items and upload itemized receipts for reimbursement. Please wait to make any purchases for reimbursement until we send you an email with instructions. Read more about [reimbursements for Special Request projects](#).

If you're interested in purchasing a gift card as part of your Special Request project, please read our [guidelines for requesting gift cards](#).

# What to do if your Special Request project contains a digital resource

If your fully funded Special Request project contains a digital resource, you'll receive an email asking you or your school to purchase the resource and upload an itemized receipt for reimbursement. We process digital resources as reimbursements because they require creating an online account that is personal to you.

Please wait to purchase materials until after you receive an email from our team with the subject line *"Complete these steps to bring your project to life."*

Once you or your school have purchased your digital resources, [upload your itemized receipt](#) in your teacher account.

Projects			
All	Actions Needed 1		
PROJECT	DATE CREATED	STATUS	ACTIONS NEEDED
<a href="#">Send the BSMS Orchestra to Louisville</a> ID 3447630 <a href="#">Track your payment status</a>	Wednesday, August 1	Fully Funded Monday, August 13	<a href="#">Upload payment documents</a>



Our team will review the payment information and send you a reimbursement check. It may take up to three weeks for the check to arrive. You can check the payment status directly through your projects dashboard by clicking the "Track your payment status" button under your project ID.

PROJECT	DATE CREATED	STATUS	ACTIONS NEEDED
<a href="#">5th Graders Going to Riley's Farm!</a> ID 3009078 <a href="#">Track your payment status</a>	January 8	Fully Funded March 27	<a href="#">Upload payment documents</a>

In some cases, your vendor may be able to provide you with an invoice or quote for your digital resource(s). Instead of uploading a receipt, you can upload the payment document in your teacher account and we'll mail the vendor a check directly. Read more about [what information your payment document should include](#).