DonorsChoose

All DonorsChoose applications must comply with Ysleta ISD procedures and receive central office administrative approval prior to submitting the application to the funder.

For the safety of our students, elementary and middle school applicants should not request food items, including snacks and drinks. It is suggested that you apply for other types of incentives/prizes.

Steps for Completing a DonorsChoose Application

1. Go to **https://www.donorschoose.org/teachers**

2. Follow the required DonorsChoose steps to complete the application.
   Do not submit the application to DonorsChoose yet!

3. Print a copy of the application. If, when you print it, the full narrative is not visible for any section, copy and paste the full section in a separate Word document that central office can review.

4. Complete the Ysleta ISD **Campus Grant Submission form (yisd.net)**. The form is also located on the Ysleta ISD Office of Competitive Grants (OCG) webpage.

5. Scan and send the completed application, the Word document (if needed), and the signed Campus Grant Submission Form to: lcuster@yisd.net or fax to (915) 435-9553.

6. Allow 7 business days for the district routing to complete. Oftentimes, routing is complete within 2-3 business days. **Do not submit the application to DonorsChoose until central office administrative approval is received.**

7. Once the application has been approved, you will be notified by OCG for you to submit the application to DonorsChoose.

8. If you have questions, please call (915) 434-0512.