

**Santa Fe Texas Education Foundation**

**Classroom Wish List Program**

The Classroom Wish List program allows educators to submit requests for classroom needs or educational activities costing **up to $500**. Should you have a request greater than $500, please submit a Grants for Great Ideas application in September for our fall Grant cycle.

Below are the instructions to submit your application and design a fundraiser to promote your project. You can share the fundraiser you create with your classroom parents, and the Foundation will also promote these projects with potential donors.

**Important Notes:**

* ***You can only submit 1 project at a time***
* What if my project will cost more than $500? Complete a Grant for Great Ideas application in September through https://santafetxedfoundation.org/what-we-do/grants.html
* What if someone wants to donate to my project with a check or cash?  Please send it through campus mail to the Education Foundation office addressed to: Gina Welsh, Admin Building. The donation will be manually entered.
* Is this a secure credit card payment system? Yes.
* Is there a minimum donation accepted? Yes, $5.
* Is this a tax-deductible donation for the people who contribute to my project? Yes. The donor will receive an auto-generated email with the official tax receipts.
* Do I need to send a thank you card to my donors? You are encouraged to do so. The easiest way to thank your donors is to email them an update, as described in step 5 under “Succeed.”
* What if I don’t see a donor’s contact information? Contact the Education Foundation office. They will have complete donor records.
* What if my project doesn’t get funded? The Education Foundation will monitor the funding progress of the projects and their committee will consider these instances on a case-by-case basis. For example, and the end of the 2019-20 school year, the Foundation completely funded all of the remaining projects.
* Once your project is 100% funded, you will be notified. The funds are sent to your campus’ bookkeeper with a memo stating your name and project title. You will then place the orders for your new materials through the regular purchasing procedures of your campus.
* Once your project has been implemented in your classroom, **share the good news with your supporters**. You can easily do this by logging into your page. There you can see your donors’ email addresses and share an update with them about your project. Including a photo or thank you card from your students is a nice touch.
* Finally, share an update regarding your new classroom materials with the Foundation. Email gina.welsh@sfisd.org a copy of your classroom photos (FERPA approved) or thank you cards. We may use your photos or thank you notes on our website or other publications. The Foundation strives to update our donors and to make them feel good about supporting SFISD students.

**Complete your Classroom Wish List:**

* ​Step 1
Brainstorm the needs you have for your classroom, and begin your personal fundraising campaign! We are proud to offer this Classroom Wish List program to help YOU!
* Step 2
Register as a Fundraiser and create your simple Personal Fundraising page. Consider naming your page to match the theme of your fundraising initiative, i.e. Mary's Classroom Wish List or Mr. Smith's Classroom Wish List or Ms. Martin’s Terrarium Project!
* Step 3
Share your Fundraising page with families of your classroom, your friends, your family, and your colleagues! Remember, there is no deadline, only a total fundraising goal. So feel free to post about this on social and share via email.

​You might reference this video with detailed instructions: <https://youtu.be/zuxG3EMlaDE>

You’re ready to get started! <https://sftxef.salsalabs.org/classroomwishlists>

Please email Gina Welsh with any questions you have: gina.welsh@sfisd.org