



EPS Donation/Grant Process

Process Steps :

1. Teachers determine project and have a conversation about project idea with their building principal.
2. If involving technology, email project ideas, items to be purchased and HOW those items will be purchased to District Technology Purchasing Agent (hbhinderliter@enidk12.org) for approval. Please see [Donation/Grant Involving Technology Guidelines](#). **Through this process, directions and/or quotes will be provided by the Technology Department.**
3. Once you get an email back with approval, teachers will complete the [EPS Donation/Grant Form](#).
4. Teachers will submit the completed form to their principal for approval.
5. Principals will ensure their approval of the amount is within their initial Fundraising Request Form approved by the Board of Education.
6. Principals will keep the signed EPS Donation/Grant Form for their building records.
7. Teacher will move forward with their donation/grant process.
8. If the Donation/Grant is funded, the teacher will add these items to their classroom inventory.
9. If the Donation/Grant is funded AND involves technology, please contact the Technology Department for potential asset tags and/or support x7070 or put in a HelpStar.
10. If a teacher moves to a new EPS classroom, the teacher may ask the building principal for permission to move the donation/grant items to their new EPS classroom.

This Paragraph is for Principals ONLY:

It is recommended that Principals identify the amount of money they anticipate teachers will be accepting through Donations and/or Grants and include this in the [Fundraising Request Form \(DHA-E\)](#) that is typically filled out at the beginning of each year and is approved by the EPS School Board. This form gives you approval to do the various fundraising you expect and accept donations and/or grants as well. If a principal needs to make changes to this form, add and highlight the changes requested and re-submit for Board approval.