



Teacher Fundraising Checklist

Teachers spend an average of \$860 per year out-of-pocket on school supplies. AdoptAClassroom.org can help.

www.adoptaclassroom.org



- 1. Register Your Classroom on AdoptAClassroom.org.**



- 2. Determine Your Goal.**

Think about how much you need to raise to meet your classroom needs. Consider starting small and building from there.

- 3. Write Your Classroom Page.**

Take a moment to think about your classroom's story. What do you need and why? Be specific about what you need and the impact a donor can make for your students and how the supplies will be used.



- 4. Upload Photos.**

Your classroom page has room for two images and both are important to help tell your story. A picture is worth a thousand words, after all! Your profile picture shows donors who you are and is the only photo that represents your classroom on the donor Search page. Your banner photo is larger and can help show a need or more about the exciting work happening in your classroom.

- 5. Share Your Page.**

You can easily share on social media from your classroom page, but don't stop there. Try a personal ask to friends or family members to help you share. Think about networks you may have in your local community such as Chambers of Commerce, PTAs, Rotary Clubs, Kiwanis Clubs, or other organizations who have supported your school in the past. If you do not share your page, folks will not know that you need support.



Thank
You!

6. Thank Your Donors.

When you receive your first donation, you will get an email about who it came from. It's important to acknowledge your donors right away, so they know their support is appreciated and important to you. You will be able to send a thank you note when you log in to your AdoptAClassroom.org account.

7. Order Your Supplies.

After you log in and thank your donor, you can go right to Shop to order the items you need from the AdoptAClassroom.org Marketplace. After you check out, items will be shipped to your school. Your donors will receive a list of everything you purchased with their donations.

8. Update Your Classroom Page.



It's beneficial to keep your page updated regularly. We recommend logging in once per month and updating your page every three months or so if you still need donations. This helps potential donors find your classroom page and it also helps the AdoptAClassroom.org know you still need support. You never know who might reach out and help.

For more detailed support including tips, templates, advice to find more donors, and more, visit our Fundraising Guide at:

<https://www.adoptaclassroom.org/fundraising-guide-for-teachers/>

Why Fundraise for Your Classroom with AdoptAClassroom.org?

We're free to use. 100% of donations to your classroom page are yours to spend in the AdoptAClassroom.org Marketplace.

We're a nonprofit. All donations are tax-deductible, which incentivizes donors to give through our fundraising platform.

No goals to meet. You can spend your donations anytime, within 12 months of receiving them. You do not have to meet a specific fundraising goal. Even if you have a self-determined goal, you can still spend your donations immediately.

Flexible spending. Being a teacher is unpredictable. If your needs change after you fundraise, you can order what you need, no questions asked. No wishlist required!

Monthly giving for ongoing support. Your donors can give monthly automatically so you always have funds to count on.