



# Triway Local School District

3205 Shreve Rd Wooster, OH 44691 PH: 330-264-9491 FAX: 330-262-3955

## DonorsChoose.org

### Procedures Form

#### Approval process PRIOR to posting online:

Teacher's Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Description of Items: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of Money Necessary to Fully Fund the Project: \$ \_\_\_\_\_

\_\_\_\_\_

#### Principal's Approval:

\_\_\_\_\_  
*Signature/Date*

#### After the project is approved and posted to DonorsChoose.org:

Web Site Address: <http://www.donorschoose.org/we-teach/> \_\_\_\_\_

**\*\*At this point, copy this form with approval and web site address. Submit copy to Treasurer. Keep original.\*\***

All donated materials MUST BE SHIPPED to:

**Triway Warehouse  
3145 Shreve Road  
Wooster, OH 44691**

Products CANNOT be shipped directly to the teacher. Violations will jeopardize future projects.

Completed projects will be presented to the Board of Education for final approval.

Teacher's Certification that project is complete and items have been received:

\_\_\_\_\_  
*Signature / Date*

**\*\*SUBMIT TO TREASURER\*\***