



# Triway Local School District

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

## AdoptAClassroom.org Procedures Form

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### 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*

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

Web Site Address:

<http://www.http://app.adoptaclassroom.org/classroomdonation/> \_\_\_\_\_

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

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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.

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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\*\***