



## Content Dollar Bank

Is the management of your videoconferencing initiative becoming overwhelming? Want to select the programming but not deal with the paperwork? Setting up a CILC Content Dollar Bank (CDB) allows you to have oversight of your expenditures while CILC does the work. Simply deposit your money into a restricted account and let CILC take care of the management and invoice payment.



### Benefits:

#### TRAINING

##### For Organization's CDB Administrator

CILC meets with the interested party in order to determine how to best customize the service.

##### For Teachers

CILC provides FREE Awareness Sessions to the organization's member school(s). Each session provides an overview of how to access the CDB and to best utilize the myriad of content and resources.

#### INVOICE MANAGEMENT

CILC serves as the billing agent for content purchased by the organization's member school(s). Content providers invoice CILC directly. CILC matches invoices against the organization's account and rectifies any errors. CILC generates checks and mails them directly to the content providers.

#### ACCESS TO ALL CONTENT ON CILC WEBSITE

Funds may be used for all programming on [www.cilc.org](http://www.cilc.org) from content and professional development providers as well as CILC Spotlights and special events.

#### MONTHLY ACCOUNT BALANCE

CILC supplies the account balance monthly. Balances may also be obtained within 48 hours of a phone call or e-mail.

#### SUPPORT MATERIALS

A customized tutorial will be provided for all participating educators.

#### PREFERRED VENDOR POLICY

#### DOCUMENTATION

CILC will complete preferred vendor documentation which might be required

#### ACCESS TO ONLINE ADMINISTRATIVE TOOLS

The organization's CDB administrator has oversight of all funds. An online tool provides easy access to view the status, detailed information, and cancellation of all program requests.

- Final approval of programming requests before they are sent to the content provider.
- View connection contact and scheduling information.
- Sort requests by past or future dates.
- Check status of program requests.
- Cancel requests through website.
- Oversight of content dollars

#### ONLINE ORGANIZATION PROFILE

CILC creates a profile on [www.cilc.org](http://www.cilc.org) for CDB account management and member school access. This provides the ability for educators to request professional development and student programming from 200+ U.S. and international content providers.

***A minimum deposit of \$5,000 is required. CILC will work with the interested party to customize details of service. For all services outlined, the CILC service fee is 20% of the total dollars banked.***

#### LETTER(S) OF SUPPORT

CILC will provide letters of support or a written CDB proposal for inclusion in grant application(s).

#### For more information contact:

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