

2018-2019 TEACHING TOOLS STORE

Policies & Eligibility

WHO QUALIFIES TO SHOP AT TEACHING TOOLS?

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Full-time teachers | <input checked="" type="checkbox"/> Social workers | <input checked="" type="checkbox"/> Resource Teachers |
| <input checked="" type="checkbox"/> Principals | <input checked="" type="checkbox"/> School Psychologists | <input checked="" type="checkbox"/> VE, PE, Art, & Music Teachers |
| <input checked="" type="checkbox"/> Assistant Principals | <input checked="" type="checkbox"/> ESL Teachers | <input checked="" type="checkbox"/> Speech Therapists/
Pathologists |
| <input checked="" type="checkbox"/> Guidance Counselors | <input checked="" type="checkbox"/> Media Specialists | |

WHO DOES NOT QUALIFY TO SHOP AT TEACHING TOOLS?

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Part-Time Teachers | <input checked="" type="checkbox"/> Coaches | <input checked="" type="checkbox"/> Day Care Providers |
| <input checked="" type="checkbox"/> Administrative Staff | <input checked="" type="checkbox"/> Interns | <input checked="" type="checkbox"/> Personnel who do not
provide instruction to students
all day, every day |
| <input checked="" type="checkbox"/> Custodial Staff | <input checked="" type="checkbox"/> Substitutes | |
| <input checked="" type="checkbox"/> Bus Drivers | <input checked="" type="checkbox"/> Home School Teachers | |

**Aides and Paraprofessionals may only shop on behalf of a teacher using our Substitute Shopper Program.*

GUEST AND PET POLICY

Due to the limited space and insurance policies please - **no guests** (including children and infants), or pets are permitted in the facility. Teachers bringing guests or pets will not be admitted to shop. The only exception is a licensed service animal.

PARKING

Teaching Tools has limited parking on the property. To better serve you, we have leased the field in the adjacent lot (Parking lot N.) Carpool if you can!

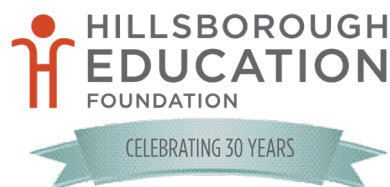
PARK AT YOUR OWN RISK

The Hillsborough Education Foundation is not responsible for damage or theft to vehicles or vehicle content. Please take safety measures by protecting your person and property: lock your vehicle and keep valuables out of sight. INITIAL: _____

SHOPPING PROCESS

- Each eligible teacher can shop once a month.
- Schedule each shopping trip online.
- Check-in at the front desk. **You must show a photo ID each time you shop** - employee photo identification or driver's license accepted.
- Take your full 25 line items. Please feel free to share your items with other classrooms in your school.
- All items in the store are available on a first come, first serve basis. Sorry, we cannot hold any items.

Please See Reverse



STORE LOCATION & HOURS

Phone: (813) 574-0287 | Fax: (813) 574-0299
2306 N. Howard Ave.
Tampa, FL 33607

Mondays: 2:30-5 p.m.
Wednesdays & Thursdays: 3-6 p.m.
2nd & 4th Saturdays of the month:
9 a.m.-12:30 p.m.

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SHOPPING PROCESS (CONT.)

- Teaching Tools is not responsible in any way for merchandise after it leaves the premises. No returns, please.
- Don't forget to check-out before you leave.
- Shop every month July - May and receive an extra shopping trip through our 100% attendance program.
- If you can't make it out to the store, utilize the Substitute Shopper Program.

ITTY-BITTY HOMEWORK ASSIGNMENTS

Please have your students write high-quality thank-you notes to donors to help keep our shelves filled. This is VERY important to the success of the program!

PHOTO RELEASE

Occasionally photos are taken of teachers shopping in the store. These photos are of a great use to HEF when we speak to donors and other organizations about the Teaching Tools Program. We ask that you authorize the Foundation's use of photos or video you may be included in while shopping.

I, the undersigned, hereby authorize the Hillsborough Education Foundation (Lead Agency) to take photographs and/or videos of myself, and these photographs/videos can be used in any print media, television, and website marketing now and in the future.

I hereby release, discharge, and agree to hold harmless the Hillsborough Education Foundation and any representative or employee from any liability by virtue of any use whatsoever of said photographs/videos.

PLEASE INITIAL HERE IF YOU DO NOT AUTHORIZE THE RELEASE OF YOUR PHOTO: _____

By signing this form you are indicating that you understand that all items you receive are for student and school use only and may be taken only by teachers of public schools in Hillsborough County. Items of significant value, such as audio-visual equipment, furniture, etc., become school property.

I, _____, *have read and understood the shopping policies listed above.*

Signature: _____ Date: _____



Teaching Tools

SPONSORED BY

