

Shopping at Teachers Warehouse constitutes an understanding of and agreement with the policies, procedures, and practices outlined in this handbook.



Teachers Warehouse, a “store without a cash register,” charges no fees.

Guidelines for Shoppers 2023 – 2024

**Information for obtaining the resources available
to eligible public-school teachers**

524 N Fairview Street, Bloomington, IN 47404
812-929-7522

For communications: contact@teacherswarehouse.net (for MCCSC)
btownteacherswarehouse@gmail.com (for all other school districts)

For drawings: shoppersvisit@gmail.com

Website: www.teacherswarehouse.org

Facebook: facebook.com/TeachersWarehouse

Twitter: [@BtownTWarehouse](https://twitter.com/BtownTWarehouse)

Mission

Teachers Warehouse is a 501c3 nonprofit that “serves the educational and creative needs of children by transferring donated surplus merchandise from businesses, organizations, and individuals to classrooms and schools.”

Eligibility

Teachers Warehouse provides free classroom materials for use in public* schools (Pre-K through adult education) in Brown, Greene, Lawrence, Monroe, Morgan, and Owen counties, which includes schools in the following school districts:

Bloomfield	MSD Martinsville	Richland-Bean Blossom
Brown County	Mitchell	Shakamak
Eastern-Greene	Monroe County	Spencer-Owen
Linton-Stockton	North Lawrence	White River Valley

* Public schools is defined as being under the auspices of a publicly-elected school board.

Eligible Certified Educators

Administrators	Social workers	Counselors
Teachers	Nursing Staff	Therapists
Media specialists/Librarians		

Eligible Non-certified Personnel

Secretaries	Substitute teachers, if long-
Paraprofessionals	term (with letter from
Aides	administrator)

Questions? Contact Elaine or Sue at btownteacherswhse@gmail.com

Policies

*** All Shoppers: For the first shopping trip, complete and bring the half-sheet TW INFO handout to update employment information.** (This is an attachment to the liaison message re: TW re-opening.)

* New shoppers verify eligibility at first shopping trip in one of the following ways:

- * Letter or official communication from school or district administration
- * School email address on phone

* Student teachers may accompany their mentor teacher one time to learn about Teachers Warehouse. They are not considered eligible shoppers.

* Items provided by Teachers Warehouse are for use in the classroom and for lessons or projects that enable students to participate in learning activities. Items may also be used for school activities.

* Shoppers discovered to be using items for personal use by themselves, their family, or an organization will have their shopping privileges permanently revoked. Trading or selling merchandise to private or public businesses or individuals will result in loss of shopping privileges.

* All items at Teachers Warehouse are provided on a first come, first serve, as-is basis.

* Shoppers may not reserve items by phone, email, or social media

* No warranty regarding serviceability is provided or implied. Teachers Warehouse makes every effort to assure items in the store are in working order.

* For safety reasons, Teachers Warehouse volunteers cannot assist in moving large items from the building or in loading them into vehicles. Hand trucks and dollies are available to help.

* For reasons of liability, neither pets nor ineligible friends or relatives (including children) are allowed to shop with you. Exception: assisting sight-impaired shoppers or assisting shoppers by transporting large furniture items.

* Shoppers may obtain 30 product categories (ie. barcode tags) each quarter and may return to Teachers Warehouse multiple times until reaching this maximum quantity.

* Explanation: 30 file folders = 1 item of the 30; 10 spiral notebooks = 1 item of the 30.

* Quarters

Quarter 1 – Opening - Oct. 15

Quarter 3 – Winter Break - March 15

Quarter 2 – Oct. 16 - Winter Break

Quarter 4 - March 16 - closing

Health Policies

Masks

* Required – If Monroe County’s Health Dept. has mandated them

Procedures

* To check in

* Report to the volunteer at the check-in desk.

* Pick up shopping supplies to record what you take: clipboard, wet-erase marker, and shopping cart/basket.

* New shoppers will verify employment, register, and receive a tutorial on shopping at Teachers Warehouse. Allow 15-20 minutes for a tour and orientation.

* To shop

* When taking a product, pick up a barcode tag; with the wet-erase marker, indicate the quantity of items being taken in a blank space at the top of the barcode tag.

* Take one barcode tag per product category. Barcode tags are located in cups in the area of each product. Exception: Book room and Furniture room barcode tags are in pockets on the doors to the rooms.

* Double check to make sure you picked up the correct barcode tag.

* Record exact quantities of items being taken, such as books, large art paper, and folders. Do not estimate.

* If you need more of the item: scratch out the first number you wrote and record the new number.

* In the furniture room, items that are too large to fit in a vehicle may be reserved for two weeks prior to pick up.

* Fill out a blue reservation form and tape it to the desired item.

* Please provide “muscle” and transportation to pick up your reserved item.

* Reservation forms will be removed if items are not picked up in two weeks.

* To check out

* In the lobby, the volunteer checker will take your clipboard and barcode tags, and will read off items to confirm the quantities.

- * Pack your own bags or boxes to transport your items, if possible.
- * Take a homework sheet (a listing of donors to send notes of thanks to); follow through on sending these. It's the only thing asked in return for free supplies and materials.
- * Take a packet of thank you cards and one Teachers Appreciation gift.

Practices

* **Back-to-School Blitz** (first 1-2 weeks of opening): Hours are extended and shopping appointments are required. In July, procedures and sign-up links will be communicated via each school's liaison and social media.

* **Liaisons:** Teachers Warehouse periodically sends email messages to a designated liaison at each school building in the 12 school districts served by TW. The school liaisons forward messages and attachments to the eligible shoppers in their building or district. Messages contain reminders of policies and procedures; arrivals of special products, drawing catalogs and deadlines; and calendar revisions.

* **Drawings:** When unusual or sought-after donations are received, they are made available to as many shoppers as possible by way of a drawing. A catalog of drawing items is publicized by school liaisons. Shoppers use their school email address to send entries to TW's specially-designated email address:

shoppervisit@gmail.com. After winners are notified, they have 2 weeks to arrange pick-up.

These are not personal "prizes" and are intended for use in classrooms or school buildings.

Store Information

Location: 524 N Fairview Street, Bloomington, IN 47404
812-929-7522 (during store hours only)
Mailing Address: PO Box 7168, Bloomington, IN 47407

Hours: M, T, W, Th = 3:30 pm - 6:00 pm Sat. = 9:30 am - 12:30 pm

- * By appointment during the first 1-2 weeks of each year
- * Shoppers – please arrive at least ½ hour prior to closing time
- * Holiday closure – announced via liaison message and social media
- * Inclement weather
 - *When Monroe County Community School Corporation (MCCSC) closes for weather reasons, so does Teachers Warehouse.
 - *If Monroe County has issued a weather emergency, TW will not be open.

Staff: Store Manager, Volunteer Coordinator, Liaison – Sue Cull
Operations Managers – Craig McDonald
Office Manager – Elaine Hartman
Purchasing Agent – Doug Cull
Donations - Intake – Jean Tarquinio
Stocking Logistics – Kathy McDonald, Doug Cull