



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

TW Shopper Guidelines

2025-2026

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

524 N Fairview Street, Bloomington, IN 47404
Or PO Box 7168

For communications: btownteacherswarehouse@gmail.com
812-929-7522 (during hours of operation)
For drawings: shoppersvisit@gmail.com
Website: www.teacherswarehouse.org
Facebook: facebook.com/TeachersWarehouse

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

Store Information

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

* Note: TW is closed on Sunday and on Friday, except during the Back-to-School Blitz

* 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.

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 of the year, complete and bring the half-sheet TW Shopper Information handout to update **TW database**. (This is an attachment to the liaison message re: TW re-opening.)

* **New & returning** shoppers must 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

* **Current school I.D.**

- * 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. Volunteers make every effort to assure that TW's offerings are in working order.
- * For safety reasons, Teachers Warehouse volunteers cannot assist in moving large items throughout or from the building or in loading them into vehicles. Hand trucks and dollies are available to help.
- * For reasons of liability, ineligible friends, relatives (including children), or pets are not allowed to shop with you. Exception: assisting sight-impaired and physically-disabled shoppers. Helpers who transport large items to vehicles should wait in the lobby until the shopper checks out before retrieving the item.
 - ** Infants may ride in a front or back pack.
 - ** A kiddie table in the lobby is available for children to use their own devices or our activity kits.
- * 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.
 - * **EACH PRODUCT ON TW'S SHELVES HAS A LIMIT.**

* Quarters

Quarter 1 – July – Sept. 30
 Quarter 2 – Oct. 1 – Dec. 31

Quarter 3 – Jan. 1 - March 31
 Quarter 4 - April 1 – June 30

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.
- * On first visit of the year, ALL SHOPPERS turn in your completed and legible half-sheet TW Shopper Information handout.
- * 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

- * Obtain the tools for shopping: clipboard, wet-erase marker, and shopping cart/basket.

- * 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 obtain more of an 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

- * **If you check in, you must check out, even if you take nothing from the TW shelves.**

- * In the lobby, the volunteer checker will take your clipboard **with 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. **This is expected each time you shop. Donor names change on the homework sheets.**

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, **calendar revision, and drawing catalogs with deadlines.**

* Drawings:

Unusual or sought-after donations are made available to as many shoppers as possible by means of a drawing. A catalog of drawing items is publicized by school liaisons. After winners are notified, they have 1 week to arrange pick-up.

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

RULES FOR ENTERING THE DRAWING

Procedures (disregarding = forfeiting entry)

- **Submit one entry, using your school email address to shoppervisit@gmail.com.**

- Do not send entries to contact@teacherswarehouse.org or btownteacherswhse@gmail.com

- Follow the example below

- Note that desired items are listed in ascending order and **include item name:**

- 1 stapler**

- 2 dry erase board
- 6 K'nex set
- 13 Microwave oven

Do not list in order of preference.

→ Note that the closing requires 4 lines of information: **Your name, your school, your grade level or subject area, and your school email address.**

• **Sign up for as many items as you wish; however, you may only win one prize per drawing.**

* **Please do not enter . . .**

- if you cannot pick up the item within the allotted time span (usually a 6 shopping-day window)
- if you really don't want the item.

* **Winners will be notified by email and given the following pick-up instructions:**

- * Respond to this email so TW knows you received notification.
- * Winners who are first-time TW shoppers should allow time to register as a TW shopper, tour the shopping rooms and learn how to shop at TW.
- * **Prizes can be picked up by the winner or a proxy IF the proxy has permission via an email message. EXCEPTION: FIRST TIME SHOPPERS TO THE TW FACILITY**

• **Disqualified from current drawing** = not following drawing procedures and sample entry (~10% of entrants in each drawing do not follow directions.)

* **Disqualified from future drawing** = not picking up prize on/or prior to the deadline or **not** making alternate arrangements.

* 2nd chance winners will be notified at closing time on the original pick-up deadline.

Sample Email Entry from your school email account to
shoppervisit@gmail.com

Subject line = MAY Drawing

Message =

2. Easel – desk top
 6. Mini-refrigerator
 13. Ukulele
 Others.....

Closing =

Your full name

Your grade level or subject area

Your school's name

Your school email address

**List desired items
 in ascending order
 (2, 6, 13)
 according to the
 numbers in the
 catalog, not in
 preferential
 order. Note that
 the number AND
 name of the
 product are listed.**