

**Teachers' Treasures**  
**“Helping Teachers Help Kids”**  
**2008 – 2009**

**Teacher Handbook**

***Revised 11.15.08***

*The key information you need to know to utilize the resources  
available free to eligible teachers.*

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## **Teachers' Treasures "Helping Teachers Help Kids"**

### ***Our mission***

Teachers' Treasures helps at-risk children get the materials they need to succeed in school by providing teachers with donated educational supplies for use by the students in their classroom.

### ***The need***

Every day at public, private and parochial schools located throughout Marion and surrounding counties, children of all ages attend class without the most basic supplies they need to get a good education.

Dedicated teachers are often willing to pay for these much needed supplies out of their own pockets to make sure the kids in their classrooms have the necessary tools to learn.

Teachers spend an average of \$800 - \$1,000 out of their own pocket to provide educational materials to their students.

### ***Our answer***

Teachers' Treasures, in partnership with local businesses, charitable foundations, neighborhood organizations and individual contributors, helps fill this need by operating a volunteer-based "Free Store for Teachers." Donated educational supplies and other materials are distributed via this unique conduit to teachers for the benefit of their students.

### ***Eligibility***

Teachers' Treasures provides classroom materials for use in public, private, parochial and charter schools, kindergarten through twelfth grade, to schools in Marion and surrounding counties with 40 percent or more of the student population on the free or reduced lunch program. Principals provide a formal request to participate, which identifies the licensed teachers in the school. Only licensed teachers and principals from eligible schools may shop. Substitute teachers on a long-term contract may shop during the length of their contract. Classroom assistants, school secretaries, student teachers, tutors, parent liaisons and similar staff positions are eligible for one shopping trip per month after volunteering three hours each month.

### ***Our story***

Teachers' Treasures was founded in 2000 by a retired school principal, Phyllis Imel, who wished to continue helping the at-risk children in the community succeed in school. The "free store for teachers" opened in a small unused area in the basement of Washington Community School on the near Westside. A dedicated staff of volunteers began seeking product and financial contributions which could be used to provide teachers with the educational and materials needed by the children in their classrooms.

As awareness and interest grew throughout the educational and business communities, so did the need for more room. This need was met by Kroger, who leased a former store at 1800 East Tenth Street to the organization for \$1 a year. In September 2007, Teachers' Treasures opened a new location almost three times larger than the original space, with spacious aisles for shopping, plenty of free parking, special needs-accessible, air conditioning, a warehouse, and the ability to serve teachers (and their students) year 'round with an expanded calendar.

## Facts

- Location:** **1800 E. Tenth Street, Indianapolis, Indiana 46201**  
Just east of the intersection of 10<sup>th</sup> and College, and west of the intersection of 10<sup>th</sup> and Rural. From I-70, take the Rural/Keystone exit, go south to Tenth Street, and turn right.
- Telephone:** **317-264-1758**  
**FAX:** **317-264-1759**  
**Website:** [www.teacherstresures.org](http://www.teacherstresures.org)
- Staff:** Dave Bell, Warehouse  
Jane Howard, Executive Director  
Judy Kiemeyer, Executive Assistant  
Lauren Morris, Volunteer Manager  
Carrie Sullivan, Warehouse
- Shopping Hours:** Teachers' Treasures is open for shopping by eligible teachers Monday, Wednesday and Thursday from 2:30 – 6 p.m., Tuesday from 2:30 – 7:30 p.m. and the first Saturday of the month from 9 a.m. - Noon. Shoppers must check in 30 minutes before closing.
- Donations:** Donations may be dropped off between 9 a.m. and 5 p.m. Monday through Thursday, between 8 a.m. and 4 p.m. on Friday and between 9 a.m. and Noon the first Saturday of the month. Arrangements may be made to deliver donations at other times by calling 317-264-1758. Occasionally, we are able to pick up donations. Call 264-1758 for more information.
- Non-Profit Status:** Teachers' Treasures is a 501(c)(3) as designated by the IRS. Donations to Teachers' Treasures are tax-deductible. A receipt for donations will be provided to you.
- Volunteers:** A variety of tasks are available for individuals and/or groups, such as: stocking shelves, sorting donations, filing, donor research, staffing check-in and check-out stations, making teacher aids and

manipulatives, journals and bookmarks. Contact the Volunteer Manager to schedule volunteer time.

**Holiday Schedule:** We will be closed to shopping and donations on the following:  
New Year's Eve Day and New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day and the day after  
Christmas Day and either Christmas Eve or the day after

**Saturday Schedule:** We will be open on the following Saturdays, 9 a.m. – Noon, for the teachers who are unable to shop after school due to teaching or coaching commitments **during the preceding month:**  
September 6 (for those who couldn't shop in August)  
October 4 (for those who couldn't shop in September)  
November 1 (for those who couldn't shop in October)  
December 6 (for those who couldn't shop in November)  
January 10 (for those who couldn't shop in December 08)  
February 7 (for those who couldn't shop in January 09)  
March 7 (for those who couldn't shop in February 09)  
April 4 (for those who couldn't shop in March 09)  
May 2 (for those who couldn't shop in April 09)  
June 6 (for those who teach summer school or in a year 'round school)

**Summer Shopping:** Teachers in year 'round schools or teaching summer school may shop once in June and once in July, Monday through Thursday from 2:30 – 5:30 p.m. Please call to verify shopping hours.

***Questions? Any questions about Teachers' Treasures policies and procedures should be directed to the executive director.***

## Shopping Guidebook

### *New This Year!*

#### *Teachers' Treasures ID Cards*

On your first visit to Teachers' Treasures, you'll be issued a special ID card for shopping at Teachers' Treasures. Each month, when you shop, your card will be punched. If you shop each month, August through May, you'll be eligible for a special prize drawing. If your card is lost or stolen, bring in a letter from your principal certifying your eligibility.

#### *Inventory Control*

We'll inventory your cart as you check-out to improve accuracy of the items distributed, as well as their value.

#### *More Flexibility for Shopping Visits*

Each school is assigned one week out of the month to shop, not just one day as in the past. Check to see if you're in the Red, Blue, Green or Yellow Week.

#### *Saturday Shopping*

We'll be open the first Saturday of the month from 9 a.m. – Noon exclusively for teachers who are unable to visit after school due to teaching or coaching responsibilities. Pre-registration is required.

#### *Expanded Service Area*

Effective January 1, 2009 Teachers' Treasures will be open to teachers in qualifying schools in the following counties: Johnson, Shelby, Morgan, Hancock, Hendricks, Boone and Hamilton. Public, private, parochial and charter schools, K-12, with 40% or more of the student population on the free or reduced lunch program will be assigned a week out of the month when their teachers can shop for free.

## POLICIES AND PROCEDURES

1. **Eligible teachers may shop once a month.** Various opportunities are made available for teachers to receive additional shopping trips each month. We will try to meet emergency situations, but cannot guarantee availability of materials.
2. **Only licensed teachers and principals from eligible schools may shop at Teachers' Treasures.** Substitute teachers on long-term contracts may shop during the length of their contract; a letter certifying their eligibility must be provided by the principal.

No exceptions! Only pre-registered, licensed teachers, principals and assistant principals from eligible schools may shop at Teachers' Treasures.

Teachers (Title One, Literacy, ESL, etc.) who serve multiple schools will shop once a month with their "home school," not multiple times each month. The "home school" is the school where you're registered for your paycheck.

Classroom assistants, school secretaries, student teachers, tutors, parent liaisons and similar staff positions are eligible for one shopping trip per month, after volunteering three hours. Contact the Teachers' Treasures Volunteer Manager, Lauren Morris, to schedule a time to volunteer.

3. **Bring your School ID for your first visit of the year!** We will check it. Drivers' licenses don't count. You'll receive a Teachers' Treasures ID to use for each visit.
4. The items provided by Teachers' Treasures are for use in the classroom and for projects that enable students to participate in learning activities.

Teachers – or any shopper - who is discovered to be using items from Teachers' Treasures for personal use by themselves, their family or other organizations, will have their shopping privileges revoked for the year.

5. Shopping companions are not welcome because of State Fire Marshall laws about occupancy limits *and* because of the number of complaints about poorly-behaved children. Children should not accompany their parents to shop. If you bring them, they'll be directed to sit in the

waiting area, along with any other shopping companions. The items distributed through Teachers' Treasures are not meant to entertain or reward your children – the donations are made and accepted with the understanding they will be used for the children in your classroom.

6. It is permissible to bring a companion for assistance if you are sight impaired or require comparable assistance.
7. You may fill one shopping cart and one shopping cart only. Please feel free to recycle by bringing bags or containers with you.
8. It's really important that you record the quantities you take as you go – the amount and value of the products we distribute are key indicators of our service.
9. To reserve furniture or a big item, obtain a RED reservation slip at the front desk, complete it and tape it to the item. Reserved items must be removed the same week you claim it unless special arrangements are made with the executive director. If you don't pick up the furniture by the deadline, we'll make it available to other shoppers. Sorry, we are unable to deliver furniture.
10. Teachers may shop anytime during their assigned week during regular shopping hours. No, you cannot shop during other weeks of the month, but you can shop the first Saturday of the next month.
11. Teachers' Treasures will be open the first Saturday of the month from 9 a.m. – Noon exclusively for teachers who are unable to visit after school due to teaching or coaching responsibilities. Pre-registration is required.
12. The quantity available of an item depends on our inventory. If you have a special project and need more than the quantity listed, please see Jane or Judy.
13. If you need something particular let us know and we'll do our best to provide it.
14. Items obtained through Teachers' Treasures may be used for school activities such as Homecoming, Carnival, etc.

## **How can I shop more frequently than once a month?**

- 1. Each qualified school or program is asked each year to appoint one of their teachers as the Teacher Liaisons (TL) with whom we can communicate directly. The TL will receive one extra shopping trip a month in return for:**
  - \* sharing information about Teachers' Treasures with their co-workers**
  - \* encouraging teachers to shop and volunteer**
  - \* providing feedback to the Teachers' Treasures staff**
  - \* providing evidence of at least one promotional activity a month to Teachers' Treasures (this is as simple as copying the executive director on a promotional email)**

- 2. Anyone may volunteer at Teachers' Treasures. Upon completion of three hours of service, a volunteer receives an extra shopping trip which is designated to a specific teacher or school. The recipient will receive a shopping certificate notifying them of the extra shopping reward and letting them know who provided it.**

**Classroom assistants, school secretaries, student teachers, tutors, parent liaisons and similar staff positions are eligible for one shopping trip per month, after volunteering three hours at Teachers' Treasures monthly.**

- 3. Bring in thank you letters from your students, posters drawn by your students or photos demonstrating how you used the materials obtained through Teachers' Treasures and receive an extra shopping trip to be taken at your convenience. We'll forward the thank you letters, photos and posters to the donors at our expense.**
- 4. Arrange for a Teachers' Treasures representative to be the guest speaker for an organization and receive an extra shopping trip.**
- 5. Participate in a focus group or survey initiative.**
- 6. Coordinate a fundraising activity to benefit Teachers' Treasures. Here are a few ideas, although don't limit yourself to these!**
  - Pennies for Pencils – school-wide project or class competition, or just a lesson in philanthropy.**
  - Buy One Give One – students purchase two school supply items – one to keep and the other for Teachers' Treasures.**
  - The Money Mile – classes collect enough pennies to stretch a mile**

*New this year!*

**Join the Teachers' Treasures Honor Roll**

- 1. Sign up as the Teacher Liaison for your school or organization.**
- 2. Achieve at least 50% of your teachers shopping at Teachers' Treasures monthly starting in September 2008.**
- 3. Provide photos of Teachers' Treasures materials being used by students, or provide items made by the students for display at Teachers' Treasures.**
- 4. Organize a year-end school material collection at your school. We'll pick up the donations from teachers, students, parents and staff.**

**Your name and your school's name will posted on the Honor Roll in the Teachers' Treasures store and on our website for everyone to see your accomplishments and commitment.**

**Each name on the Honor Roll will be entered into a drawing for special rewards throughout the year.**

# **RED WEEK**

**September 2, 3, 4**

**October 6, 7, 8, 9**

**November 3, 4, 5, 6**

**December 1, 2, 3, 4**

**January 5, 6, 7, 8**

**February 2, 3, 4, 5**

**March 2, 3, 4, 5**

**April 6, 7, 8, 9**

**May 5, 6, 7, 8**

Andrew J. Brown Academy  
Challenge Foundation Academy  
Charles A. Tindley Accelerated  
Christel House Academy  
Fall Creek Academy  
Flanner House Elementary  
Fountain Square Academy  
Herron High School  
Hope Academy (at Fairbanks)  
Indianapolis Lighthouse  
Irvington Community Schools  
KIPP Indianapolis College Prep  
Indianapolis Metropolitan High School  
Meridian Transitional School  
Monument Lighthouse  
New Bridges Above & Beyond  
Lawrence Early College High School  
SENSE Charter  
Washington Mall School

## **Pike Township Schools:**

Central Elementary  
College Park Elementary  
Deer Run Elementary  
Eagle Creek Elementary  
Eastbrook Elementary  
Guion Creek Elementary  
Guion Creek Middle School  
Lincoln Middle School  
Pike Freshman Center  
Pike High School  
Snacks Crossing

## **Warren Township Schools:**

Brookview Elementary  
Creston Middle School  
Eastridge Elementary  
Grassy Creek Elementary  
Hawthorne Elementary  
Heather Hills Elementary  
Lakeside Elementary  
Liberty Park Elementary  
Moorhead Elementary  
Pleasant Run Elementary  
Raymond Park Middle School  
Renaissance School  
Stonybrook Middle School  
Sunny Heights Elementary  
Warren Central High School

## **Indianapolis Public Schools:**

#11 – Edgar H. Evans  
#14 – Washington Irving  
#15 – Thomas D. Gregg  
#19 – Frederick Douglass  
#20 – Otis E. Brown  
#27 – Charity Dye

# **BLUE WEEK**

**September 8, 9, 10, 11**

**October 13, 14, 15, 16**

**November 10, 11, 12, 13**

**December 8, 9, 10, 11**

**January 12, 13, 14, 15**

**February 9, 10, 11, 12**

**March 9, 10, 11, 12**

**April 13, 14, 15, 16**

**May 11, 12, 13, 14**

Central Catholic

Children's Bureau (IPS Satellite)

Damar Services

Day Nursery

Clarian Early Care & Ed Ctr

Federal Center

Fort Harrison Center

Guion Road

Hendricks County

State Government Center

Ruth A. Lilly Center

Emmaus Lutheran School

Holy Angels Catholic School

Holy Cross Central School

Indiana School for the Deaf

Indiana Women's Prison Eastside School

Indiana Christian School

Jireh Sports

Lutherwood School

Providence Cristo Rey HS

St. Anthony Catholic School

St. Andrew/St. Rita Catholic Academy

St. Joan of Arc

St. Philip Neri

Oaks Academy

Riley Hospital School

Shepherd Community Center

Transitional Assistance Services

## **Wayne Township Schools:**

Bridgeport Elementary

Chapel Hill 7<sup>th</sup> and 8<sup>th</sup> Grade Ctr

Chapel Glen Elementary

Chapelwood Elementary

Garden City Elementary

Lynhurst 7<sup>th</sup> & 8<sup>th</sup> Grade Ctr

Maplewood Elementary

## **Wayne Township Cont'd:**

Stout Field Elementary

Wayne Enrichment Center

Westlake Elementary

Ben Davis High School

Ben Davis University High School

McClelland Elementary

Ben Davis 9<sup>th</sup> Grade Center

North Wayne Elementary

Rhoades Elementary

Sanders School

## **Indianapolis Public Schools:**

#31 – James A. Garfield

#34 – Eleanor Skillen

#39 – William McKinley

#42 – Elder Diggs

#43 – James Whitcomb Riley

#44 - Riverside

#46 – Daniel Webster

#48 – Louis B. Russell, Jr.

#49 – William Penn

#51 – James Russell Lowell

#54 - Brookside

#55 – Eliza Baker

#56 – Francis W. Parker

#57 – George W. Julian

#58 – Ralph Waldo Emerson

#60 – William A. Bell

#61 – Clarence Farrington

#63 – Wendell Phillips

Title One Office

## **Speedway Schools:**

James A. Allison Elementary

Frank H. Wheeler Elementary

# **GREEN WEEK**

**September 15, 16, 17, 18**  
**October 20, 21, 22, 23**  
**November 17, 18, 19, 20**

**December 15, 16, 17, 18**  
**January 19, 20, 21, 22**  
**February 16, 17, 18, 19**

**March 16, 17, 18, 19**  
**April 20, 21, 22, 23**  
**May 18, 19, 21, 22**

## **IPS Schools:**

#65 – Raymond F. Brandes  
#67 – Stephen Foster  
#69 – Joyce Kilmer  
Arlington High School  
Arsenal Tech High School  
Career & Technology Center  
Broad Ripple High School  
Crispus Attucks Medical Magnet  
#26 Hope Education Ctr and Day Adult  
#72 – Emma Donnan Middle School  
Emmerich Manual High School  
Willard J. Gambold Middle School  
George Washington Grades 7-12  
#509 – Coleman Academy  
Harshman Middle School  
#528 - Henry Longfellow Middle School  
T.C. Howe Grades 7-12  
Marion County Jail School  
#112 Margaret McFarland Middle School

## **Lawrence Township Schools:**

Belzer Middle School  
Brook Park Elementary  
Craig Middle School  
Crestview Elementary  
Fall Creek Valley Middle School  
Harrison Hill School of Inquiry  
Mary Castle Early Learning Center  
Mary Castle Elementary  
Oaklandon Elementary  
Skiles Test Elementary  
Sunnyside Elementary  
Winding Ridge Elementary

## **Perry Township Schools:**

Abraham Lincoln Elementary  
Clinton Young Elementary  
Henry Burkhart Elementary  
Homecroft Elementary  
Perry Meridian 6<sup>th</sup> Grade Academy  
Perry Meridian Middle School  
Perry Meridian High School  
Perry Township Alternative  
RISE Learning Center  
Southport Elementary  
Southport 6<sup>th</sup> Grade Academy  
Southport Middle School  
Southport High School  
Winchester Village Elementary

# YELLOW WEEK

September 22, 23, 24, 25  
October 27, 28, 29, 30  
November 17, 18, 19, 20

December 15, 16, 17, 18  
January 26, 27, 28, 29  
February 23, 24, 25, 26

March 23, 24, 25, 26  
April 27, 28, 29, 30  
May 25, 26, 27, 28

Edna Martin Christian Center  
Eliza Hendricks Jr/Sr High School  
Providence Jr/Sr High School  
Capitol City School  
The Project School

## Greenwood:

Isom Central Elementary  
Northeast Elementary

## IPS Schools:

John Marshall Community High School  
Julian Center  
Juvenile Learning Center  
#459 Larue Carter Hospital School  
#59 Merle Sidener Gifted & Talented Academy  
New Horizons Grades 7-12  
Northwest High School  
Pacers Academy Grades 6-11  
Resolute  
Resource (residential)  
Shortridge Middle School  
#70 - Mary E. Nicholson  
#74 – Theodore Potter  
#78 – Minnie Hartman  
#79 – Carl Wilde  
#81 – Parkview Elementary  
#82 – Christian Park  
#83 – Floro Torrence  
#88 - Anna Brochhausen  
#90 – Ernie Pyle  
#91 – Rousseau McClellan  
#93 – George H. Fisher  
#94 – George Buck  
#96 – Meredith Nicholson  
#98 – T.C. Steele  
#99 – Arlington Woods  
#102 – Francis Belamy  
#103 – Francis Scott Key  
#105 – Charles Warren Fairbanks

## IPS Schools Cont'd:

#106 – Robert Lee Frost  
#107 – Lew Wallace  
#109 – Jonathan Jennings  
#114 – Paul I. Miller  
#302 – Ctr for Inquiry-School 2  
#384 - Ctr for Inquiry-School 84  
#315 – Cold Spring School  
#616 – Key Learning 1 - River  
#87 (#687) - Key Learning 2 - North

## Franklin Township:

Arlington Elementary  
Wanamaker Elementary

## Washington Township:

Fox Hill Elementary  
Crooked Creek Elementary  
Greenbriar Elementary  
John Strange Elementary  
Nora Elementary  
Northview Middle School  
Spring Mill Elementary  
Westlane Middle School

## Decatur Township Schools:

Decatur Early Childhood Ctr  
Decatur Central High School  
Lynwood Elementary  
Stephen Decatur Elementary  
Decatur Intermed Lrng Ctr - Blue  
Decatur Intermed Lrng Ctr - Gold  
West Newton Elementary  
Valley Mills Elementary  
Decatur Middle School

## Beech Grove Schools:

Central Elementary  
Hornet Park Elementary  
South Grove Intermediate  
Beech Grove Middle School

