



Teachers' Treasures Teacher Handbook "Helping Teachers Help Kids" 2017 - 2018

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

Teacher' Treasures
1800 E. 10th Street, Indianapolis, IN 46201
317-264-1758, Fax 317-264-1759
Website: www.teacherstresures.org
Follow us on Twitter: @TTindy
Like us on Facebook: facebook.com/teachers.treasures

2017-18 Store Shopping Hours

(Please see posted shopping calendar for your schools scheduled shopping week)

Monday – Friday 2:30 PM – 6:00 PM
(Must be in the building and checked in by 5:30 PM to shop)

Scheduled Saturdays: 8:00 AM – 12 NOON
(Must be in the building and checked in by 11:30 AM to shop)

Extended hours on Saturday, August 5th: 8:00 AM – 3:00 PM
(Must be in the building and checked in by 2:30 PM to shop)

REMEMBER: Teachers' Treasures does not allow any shopping guests. Any guests, including children, family members, friends or ineligible school support staff will be asked to wait outside the store. Other than impaired vision or the need for other medically comparable assistance we are unable to make any exceptions.

Teachers' Treasures

"Helping Teachers Help Kids"

Our mission

Teachers' Treasures obtains and distributes school supplies free to teachers of students in need.

The need

Every day at public, private, charter, and parochial schools located throughout Marion County, 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 - \$1,200 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 "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, Pre-K* through twelfth grade, to schools in Marion County that: 1) are recognized by the Indiana Department of Education 2) have 60 percent or more of their student population enrolled in the Federal government's Free or Reduced Lunch Program. Principals are to provide a request to participate, which identifies the eligible individuals in their school. Only full-time, certified, Pre-K-12 teachers (including art, gym, music), principals/directors, vice principals, media specialists, social workers, nurses and guidance counselors from eligible schools may shop. In addition, substitute teachers on a long-term contract may shop during the length of their contract and must submit a letter from their school's principal stating so.

Non-certified staff such as Parent Involvement Educators, Parent Liaisons, and other personnel who offer emergency outreach to students and their families may be eligible. Please contact David Hobson at Teachers' Treasures for details (david@teacherstresures.org).

***Pre-K Eligibility:** Pre-K teachers teaching in a school district sponsored Pre-K program are eligible to shop. Additionally, designated staff (typically the Director) from a Level 3 or Level 4 "Paths to Quality" Pre-K program are eligible – Please contact David Hobson at Teachers' Treasures for details.

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 supplies 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.

Facts

Location: **1800 E. Tenth Street, Indianapolis, Indiana 46201**
Just east of the intersection of 10th and College, and west of the intersection of 10th and Rural. From I-70, take the Rural/Keystone exit, go south to Tenth Street, and turn right.

Staff: Margaret Sheehan – Executive Director
David Hobson – Operations Manager
Hanna Yaeger – Volunteer Coordinator & Operations Assistant
Carrie Sullivan - Warehouse
Dave Bell – Warehouse

Shopping Hours: August through May annually
Monday through Thursday from 2:30 pm – 6 pm*
One Saturday each month 8am - Noon**
*Weekday shoppers **must** check in by 5:30 PM (30 minutes before closing)
*Saturday Shoppers **must** check in by 11:30 AM (30 minutes before closing)

Please Note: Scheduled shopping days and hours may occasionally change. During times of inclement weather please check our web site (TeachersTreasures.org) or Facebook for weather related announcements.

Holiday Schedule: *Closed for Shopping, Donations, and Business **Closed for Shopping but open for Donations and Business
Labor Day*
Thanksgiving Day and the day before and after* (there is no shopping Thanksgiving week)
The Week of Christmas (See 2017- 2018 Shopping Calendar)
The Week of New Years (See 2017- 2018 Shopping Calendar)
Martin Luther King Day**
Presidents Day**
Memorial Day*
Independence Day*
Annual Fundraising Event – Dream Big, March 1, 2018
PLEASE CHECK OUR WEB SITE FOR HOLIDAY CLOSING DATES.

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.

Questions? **Contact Teachers' Treasures 264-1758 or information@teacherstreasures.org**

Teachers' Treasures Registration Fee Guidelines

1. Eligible individuals from qualifying schools must pay an annual registration fee to take advantage of Teachers' Treasures resources.
2. The annual fee is \$30.00 per person if paid on or before September 30th. After September 30th the fee is \$35.00 per person. The registration fee is not prorated (the fee is the same whether an individual signs up in September, January or April), refundable, or transferable.
3. I.D. MUST be presented for each monthly shopping trip.

4. Registration, even if paid by the school corporation, school, PTO or similar school sanctioned organization is for the individual teacher specified on the registration form and cannot be transferred to another teacher.
5. We will accept cash, checks (payable to Teachers' Treasures) and debit/credit cards. If the check is returned for insufficient funds an additional fee of \$25.00 will be assessed.
6. An individual may find a sponsor to underwrite the cost of the registration fee.
7. The registration fee is NOT a tax-deductible charitable contribution.
8. Individuals contracted to teach summer school classes may shop in May in preparation for summer school. We are not opened for shopping in June or July.

POLICIES AND PROCEDURES

1. Who is Eligible - Only full-time PreK*- 12 certified educators (including art, gym, music), principals/directors, vice principals, media specialists, social workers, nurses and guidance counselors from eligible schools may shop. 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. Shopping privileges will be revoked for anyone found ineligible. No refund will be issued

Individuals (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.

*Pre-K Eligibility: Pre-K teachers teaching in a school district sponsored Pre-K program are eligible to shop. Additionally, designated staff (typically the Director) from a Level 3 or Level 4 "Paths to Quality" Pre-K program are eligible – Please contact David Hobson at Teachers' Treasures for details.

Non-certified staff such as Parent Involvement Educators, Parent Liaisons, and other personnel who offer emergency outreach to students and their families may be eligible. Please contact David Hobson at Teachers' Treasures for details.

2. The items provided by Teachers' Treasures are for use in the classroom and for projects that enable students to participate in learning activities. Any participants who are discovered to be using items for personal use by themselves, their family, or other organizations, will have their shopping privileges revoked. The registration fee will not be refunded. Never resell or trade merchandise to any public or private company, or individual.
3. Teachers' Treasures is not responsible for determining the appropriateness of materials for your students or classroom. All items in the store are available on a "first come, first served," and "as is" basis. No warranty regarding serviceability is provided or implied. Teachers' Treasures makes every effort to assure items in the store are in working order however defective or none working items cannot be replaced or exchanged.
4. Eligible individuals may shop Monday – Thursday during their assigned week and during regular shopping hours or the one Saturday each month that Teachers' Treasures is open. Shopping trips cannot be carried over month to month. If you are not able to shop in a given month, contact your school's liaison to request they pick up items for you.

Bring your School ID for your each of your visits!

5. It is permissible to bring a companion for assistance only if you are sight impaired or require medically comparable assistance. For reasons of liability, other individuals such as classroom aids or student teachers, are not allowed to shop with you. No children, of any age, are able to be in the store during shopping hours.
6. You may fill one shopping cart during each visit. Please bring sturdy bags, totes or other containers with you to transport your items to your classroom.

7. **ITEM LIMITS** - The quantity available of each item depends on our inventory. If you have a special project and need more than the limit allowed, please see a staff member. We will do our best to accommodate your request.
8. Items obtained through Teachers' Treasures may be used for school activities such as classroom parties and special events, Homecoming, Carnival, Prom, etc.
9. Large items – For safety and liability reasons Teachers' Treasures staff and/or volunteers cannot assist in removing large items from the building or assist with loading these items into your vehicle. For your convenience a hand truck is available to help with removal. Any large items reserved during your shopping trip must be removed by the next business day. Pick up hours are: Monday through Thursday 8:00 AM – 5:30 PM and Friday 8:00 AM – 3:30 PM. Any unclaimed items will be made available to other shoppers.

EXTRA SHOPPING TRIPS

1. **TEACHER LIAISONS** - Each qualified school or program is asked each year to designate one of their eligible staff members as the Teacher Liaison (TL) to help Teachers' Treasures communicate directly and effectively with our members. The TL will receive one extra shopping trip per month provided they meet the following expectations:
 - a) Ensure that the principal provides a list of eligible individuals to Teachers' Treasures by September 1st.
 - b) Send out notifications reminding staff of their shopping week and Saturday shopping opportunities.
 - c) Complete one promotional activity per month, such as an email, flyer, or social media post which involves: sharing information – such as registration forms, shopping calendars, and shopping benefits - about Teachers' Treasures; encouraging eligible individuals to register, shop, or volunteer; notifying staff about special events or offers.
 - d) Provide, once per semester, one of the following: a thank you poster from a class, group or individual; thank you letters from a class.
 - e) Join the Teachers' Treasures Liaison **and** Teachers' Treasures general Facebook Pages
 - f) Posting pictures of students using items from Teachers' Treasures or projects made with materials acquired from the store
 - g) Should a Teacher Liaison fail to meet the above requirements, the additional shopping privilege will be revoked.
2. **VOLUNTEER TO SHOP PROGRAM** provides teachers from eligible schools and programs the opportunity to shop at Teachers' Treasures. It is also a way for registered TT teachers to engage with our organization and earn additional shopping trips.

Who

- 1) Teachers and school staff who are eligible to shop at Teachers' Treasures (see item #1 in the "Policy & Procedures" section on page 4).
- 2) Teachers and school staff eligible to shop but who have not paid the required registration fee

What

For every 4 hours volunteered per month, teachers will be given a certificate for an additional shopping trip (maximum of six certificates per academic year; Treasure Chest and Treasure Box items excluded)

When

Shifts are available Monday-Thursday and some Saturdays and special projects. Check with our volunteer coordinator, Hanna Yaeger, (Hanna@teacherstresures.org) for volunteer opportunities.

Why

Earn shopping trips to supply your classroom, spread the mission, and expand the impact of Teachers' Treasures

How

Sign up to volunteer by contacting our Volunteer Coordinator, Hanna, at hanna@teacherstresures.org