



Teachers' Treasures

Helping Teachers Help Kids!

**Teachers' Treasures Teacher Handbook
"Helping Teachers Help Kids"
2019 - 2020**

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

Teachers' Treasures "Helping Teachers Help Kids"

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.

Store Information

Location: 1800 E. Tenth Street, Indianapolis, Indiana 46201

Satellite Location NW Middle School

5525 West 34th Street, Indianapolis, Indiana 46224

Continently located at the corner of West 34th Street and Moller Road
Park and Enter at Door 2

Staff: Margaret Sheehan – Executive Director
David Hobson – Director of Operations
Hanna Yaeger-Busch-Volunteer and Operations Manager
Alicia Van Rensburg-Resource Development Manager
Julie Plake-Program Manager
Carrie Sullivan - Warehouse
Dave Bell – Warehouse

Shopping Hours: August through May annually and based on available appointments.

1800 East 10th Street Location: Monday through Thursday from 2:30pm – 6 pm*
We will host Saturday shopping once or twice a month. Check the shopping calendar [here](#).

NW Middle School Satellite Location: Tuesdays and Thursdays 2:30pm-6pm*

*All Shoppers must have an appointment to shop at either location.

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.

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.
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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. If a group of 5 or more shoppers sign up as a group, the cost is \$25 per person **if paid with one transaction**. For example, a group will pay their school's liaison to write one check to cover the entire staff.
4. We do not need copies of ID badges. Please bring IDs with you only when you come to shop. They will be needed to check-in throughout the year.
5. This fee covers our NW Middle School Satellite location as well.
6. Registration, even if paid by the school corporation, school, PTO or similar school sanctioned organization is for the individual teacher specified on the online registration form and cannot be transferred to another teacher.
7. We will no longer accept cash. We will accept 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.
8. An individual may find a sponsor to underwrite the cost of the registration fee.
9. The registration fee is NOT a tax-deductible charitable contribution.
10. Upon providing proper documentation (a letter or schedule from the principal), individuals contracted to teach summer school classes may shop twice in May in preparation for summer school. We are not opened for shopping in June or July.

Teachers' Treasures Covid Policies

1. All teachers must wear a mask while shopping. If you do not have a mask, you may purchase one for \$2.
2. All teachers must register and pay their fee (as necessary) using our online platform: <https://teachersfreestore.com/indy/ttlogin.aspx>
3. All teachers must make an appointment to shop. You must arrive at the beginning of your appointment time in order to have the maximum amount of time to shop.
4. Shopping appointments will be in 30 minute increments, with a 15 minute window between appointments to allow staff and volunteers to clean and prep for next the next round of appointments.

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.

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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/virtual classroom/home teaching office 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. Shopping trips cannot be carried over month to month. If you are not able to shop in each month, contact your school's liaison to request they pick up items for you.
5. All shoppers must present a teacher badge or photo I.D when they check in!
6. For reasons of liability, companions, such as spouses, classroom aids, or student teachers, are not allowed to shop with you. **No children, of any age, can be in the store during shopping hours.**
7. It is permissible to bring a companion for assistance only if you are sight impaired or require medically-comparable assistance.
8. 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.
9. 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.

10. Items obtained through Teachers' Treasures may be used for school activities such as classroom parties and special events, Homecoming, Carnival, Prom, etc.
11. 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.

NORTHWEST MIDDLE SCHOOL SATELLITE LOCATION

1. All shopping and eligibility policies and procedures remain the same at our Satellite Location as our flagship store.
2. Shopping at the Satellite Location counts as your monthly shopping trip.
3. Shopping will only occur on Tuesdays and Thursdays between 2:30pm and 6:00pm. Please be checked in by 5:30pm.
4. Shoppers will enter the side door and be checked in by a volunteer. Please have your I.D ready.
5. Shopping will remain designated by school color.
6. Shopping companions are not allowed to enter our Satellite location.

EXTRA SHOPPING TRIPS

At this time, we will honor EXTRA SHOPPING TRIP vouchers as double coupons. Due to the nature of Covid-19 and our shopping procedures, we cannot allow teachers an extra shopping trip within the building; however, we will allow you to double your limits with each voucher you receive for volunteering or acting as a liaison. Please present your email or voucher at check-in to be allowed to double your trip.