



Teachers' Treasures Teacher Handbook "Helping Teachers Help Kids" 2023 - 2024

Please read before scheduling your first appointment for the school year.

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
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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 of schools new to Teachers' Treasures are to provide a request to participate, which identifies the eligible individuals in their school. Only full-time, certified, Pre-K-12 teachers (including Spanish, art, gym, music), full-time Instructional Assistants/Aides, Paraprofessionals employed through the school district, 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.

Non-certified staff such as Parent Involvement Educators, Parent Liaisons, Instructional Assistants/Aides, Paraprofessionals, and other personnel who offer emergency outreach to students and their families may be eligible. Please contact Hanna Yaeger-Busch at Teachers' Treasures for details, hanna@teacherstreasures.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 (david@teacherstreasures.org) at Teachers' Treasures for details.

Store Information

Location: 1800 E. Tenth Street, Indianapolis, Indiana 46201
317-264-1758

NW Middle School

5525 West 34th Street, Indianapolis, Indiana 46224
Located at the corner of West 34th Street and Moller Road.
Park and Enter at Door 4.

Staff: Margaret Sheehan – Executive Director
David Hobson – Director of Operations
Hanna Yaeger-Busch-Director of Community Engagement
Emily Newberry-Communication Manager
Jasper Toney-Events and Development Manager
Aimee Albright-Volunteer and Program Manager
Zach Hall-Logistics Manager
Carrie Sullivan-Warehouse Manager

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

- **1800 East 10th Street Location:** Monday through Thursday from 2:30pm – 5:45pm*
 - We will host Saturday shopping once or twice a month at this location. Check for availability on our teacher portal: <https://teachersfreestore.com/indy/ttlogin.aspx>
 - **There is no shopping at this location on Thursdays.** All Thursday appointments must be made for NW Middle School.
- **NW Middle School Satellite Location:** Tuesdays and Thursdays 2:30pm-5:30pm*
- *All Shoppers must have an appointment to shop at either location.

- **Please Note:** Scheduled shopping days and hours may occasionally change. If a date is not shown in our online portal, it means that we do not have shopping on that day. In the case of inclement weather or unexpected closure, we will announce closings via our website (www.teacherstresures.org), our registered email addresses, and social media. You may also check with your school's Teachers' Treasures' liaison about the schedule.

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 upon request.
Questions?	Contact Teachers' Treasures 317-264-1758 or hanna@teacherstresures.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 regardless of the date of registration after October) The registration fee is not refundable, or transferable.
3. Please bring IDs with you only when you come to shop. Driver's licenses will also be accepted. They will be needed to check-in throughout the year. We do not need copies of ID badges.
4. This fee covers our NW Middle School Satellite location as well.
5. 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.
6. Individual registration fees will be paid online through our teacher portal. We will accept checks and credit card payments for bulk registration in situations where schools, districts, or sponsors are paying for groups of staff members. We are no longer offering the 5 for \$25 deal for individuals. Please contact David Hobson david@teacherstresures.org if your school would like to pay for multiple teachers.
7. An individual may find a sponsor to underwrite the cost of the registration fee for their staff.
8. The registration fee is NOT a tax-deductible charitable contribution.
9. We are not open for shopping in June or July unless otherwise noted.

POLICIES AND PROCEDURES

1. Who is Eligible - Only full-time PreK*- 12 certified educators (including art, gym, music, language), principals/directors, vice principals, media specialists, social workers, nurses, instructional assistants/aides, paraprofessionals, approved non-certified staff, 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 are 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, social workers, and other personnel who offer emergency outreach to students and their families are eligible for shopping.

As of July 1, 2022, full-time Instructional Assistants, Teacher’s Aides, Teacher’s Assistants, and Paraprofessionals are eligible to register and shop with Teachers’ Treasures. These full-time staff members must be employed with the school district in which they teach; volunteer aides are not eligible to shop. IAS, TAS, and Paras must pay the appropriate registration fee as necessary, create appointments, and abide by Teachers’ Treasures’ general guidelines. Any supplies that are received must be used in a classroom/school environment for instructional and learning purposes.

Approved community partners are eligible to nominate 1-2 representatives to shop for their programs. Programs must serve Marion County students and be approved by the Director of Community Engagement and Executive Director. Community Partners will be subject to pay the registration fee of \$30 before October 1st and \$35 after October 1st unless given special permission. Please reach out to hanna@teacherstresures.org with questions.

2. It is permissible to bring a companion for assistance only if you are sight impaired or require medical assistance. For reasons of liability, other individuals such as spouses or unregistered teachers, are not allowed to shop with you. **No children, of any age, are allowed to be in the store during shopping hours.**
3. The items provided by Teachers’ Treasures are for use in the classroom and school 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 without permission, will have their shopping privileges revoked. The registration fee will not be refunded. **Please do not resell merchandise to any public or private company, organization or individual. If you have an access of materials, please donate them to your fellow teachers or return them to Teachers’ Treasures.**
4. Teachers’ Treasures is not responsible for determining the appropriateness of materials for your students or classroom. Some available books may contain adult content and it is up to the shopper to decide what to select and how to distribute it.
5. 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.
6. Eligible individuals may shop Monday – Thursday during their scheduled appointment 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.
7. All shoppers must present a teacher badge or photo I.D when they check in.
8. Student teachers may accompany their mentor teacher one time to learn about Teachers’ Treasures. Please contact hanna@teacherstresures.org if you would like to bring your student teacher with you. Student teachers will be able to complete a full shop at that time. Student teachers may complete volunteer opportunities to earn a shopping trip.
9. You may fill one shopping cart during each visit. If possible, please bring sturdy bags, totes or other containers with you to transport your items to your classroom. We will have some boxes available, but they tend to run out quickly.
10. **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 to the best of our ability. Please do not take more than the designated limit. Any shopper found habitually taking more than the limit without permission will be asked to put extra items back and may lose their shopping privileges.**

11. Items obtained through Teachers' Treasures may be used for school activities such as classroom parties and special events, Homecoming, Carnival, Prom, etc.
12. 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 end of that shopping day. If you are unable to take your item with you, please let a staff member know.
13. Cancellation Policy—you will not be punished for cancelled or missed appointments; however, please be respectful of other teachers' access to appointments. If you know you are unable to make your appointment, you may cancel and reschedule your appointment via the teacher portal or call 317-264-1758.
14. Special Requests—special requests from teachers for events or large-scale projects will only be considered if the teacher making the request has an account and has shopped with Teachers' Treasures at least once during the current school year, comes from a school liaison, or a school leader. We reserve the right to turn down any special request due to our inventory and staff bandwidth.

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 5:30pm.
4. Shoppers will enter the side door #4 and be checked in by a volunteer. Please have your I.D ready.
5. Shopping will remain designated by appointments.

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 Teacher Liaison is provided with one extra shopping trip per month that can be used during their monthly shopping trip as a 'double' or can be arranged with a staff member as an extra appointment. We encourage staff to communicate with your liaison about extra items your classrooms may need. If you are unsure if your school has a Liaison please contact hanna@teacherstresures.org.
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. Teachers may earn up to three extra shopping trips. Teachers must volunteer at least two hours per shift to be eligible for an extra shopping trip. Any teacher who participates in our Donut Dash 5K as either a volunteer or runner will also be eligible for an extra shopping trip. Teachers can also earn extra shopping trips by volunteering with their students for a day of service. Student Teachers may earn a shopping trip by volunteering or participating in our Donut Dash 5K. If you are interested in learning more, please contact hanna@teacherstresures.org.