



## Teacher Shopping Policies

- **I am a certified classroom teacher. I have students assigned to me for whom I am responsible for assigning grades.**
- Shopping companions or children are not allowed in Tools 4 Teaching due to safety and overcrowding concerns. If you bring a guest, you will be asked to shop on another day or your guest may wait QUIETLY in the hallway.
- All shoppers must check in at the front desk and show a photo I.D. each time they shop. An employee I.D. or driver's license is accepted.
- Shoppers must respect what is free and observe limits posted on products to ensure adequate supplies for all shoppers.
- Items of significant value, such as audio-visual equipment, furniture, etc., become school property and are non-transferable.
- Tools 4 Teaching does its best to monitor type and appropriateness of product placed in the store. However, due to the amount of product being distributed, Tools 4 Teaching asks that teachers please monitor all products before being distributed to students or placed in their classrooms.
- Thank you notes help keep our shelves stocked with supplies and let our donors hear from you and your students. Teachers or their students are strongly urged to complete the "Homework Assignment" provided at check-out.
- Items designated as Bonus should be restricted to quantities that meet the needs of the classroom.
- Teachers may allow another teacher to shop for them with a signed permission slip.
- The authorized teacher may shop for only 1 other teacher on the day they shop themselves. **THIS WILL BE STRICTLY ENFORCED! PLEASE DO NOT ASK TO SHOP FOR MORE THAN 1 OTHER TEACHER EACH MONTH!**
- Our mission is to provide your students and classrooms with the tools necessary for success. Items from the store may not be returned, exchanged, sold, or taken for personal use. Abuse of this system will result in revocation of shopping privileges.
- **Teachers PLEASE bring a shopping bag to shop. This enables you to CHECK-OUT faster and makes for a more efficient shopping visit.**

Printed Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

Subject \_\_\_\_\_