

# 2019-2020 Teaching Tools Resource Center

## Policies & Eligibility

### Who qualifies to shop at Teaching Tools?

- Full-time teachers
- Principals
- Assistant principals
- Guidance counselors
- Social workers
- School psychologists
- ESOL teachers
- Media specialists
- Resource teachers
- VE, PE, art & music teachers
- Speech therapists/pathologists
- Instructional coaches
- Resident educators

### Who does not qualify to shop at Teaching Tools?

- Part-time teachers
- Administrative staff
- Custodial staff
- Bus drivers
- Coaches
- Interns
- Substitutes
- Home school teachers
- Day care providers
- Personnel who do not provide instruction to students all day, every day

### Guest & Pet Policy

Due to the limited space and insurance policies - **no guests** (including children and infants) or pets are permitted in the facility. Teachers bringing guests or pets will not be admitted to shop. The only exception is a licensed service animal.

### Parking

Teaching Tools Resource Center has limited parking on the property. To better serve you, we have leased the field in the adjacent lot (parking lot to the north). Carpool if you can!

### Park at Your Own Risk

*Hillsborough Education Foundation is not responsible for damage or theft to vehicles or vehicle contents. Please take safety measures by protecting your person and property: lock your vehicle and keep valuables out of sight. INITIAL: \_\_\_\_\_*

### Shopping Process

- Teachers will be admitted into the building 30 minutes prior to shopping time Monday, Wednesday and Thursday.
- Teachers will be admitted into the building 15 minutes prior to shopping on the 2nd and 4th Saturday of the month.
- Each eligible teacher can shop once a month.
- Schedule each shopping trip online.
- Check in at the front desk. You must show a photo ID each time you shop - employee photo identification or a drivers license is accepted.



## Teaching Tools Resource Center

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2306 N. Howard Ave.  
Tampa, FL 33607  
(813) 574-0260

EducationFoundation.com

### 2019-2020 School Year Hours:

Mondays  
2:30 - 5 p.m.

Wednesdays & Thursdays  
3 - 6 p.m.

2nd & 4th Saturdays of the month:  
9 a.m. - 12:30 p.m.

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### Shopping Process (Cont.)

- Take your full 30 line items. Please feel free to share your items with other classrooms in your school.
- All items in the Resource Center are available on a first come, first served basis. Unfortunately, we cannot hold any items.
- Teaching Tools is not responsible in any way for merchandise after it leaves the premises. No returns, please.
- Don't forget to check out before you leave.
- Shop every month July - May and receive an extra shopping trip through our 100% attendance program.
- If you can't make it out to the store, utilize the Substitute Shopper Program.

### Small Homework Assignment

Please have your students write high-quality thank you notes to the donors who help keep our shelves filled. This is VERY important to the success of the program!

### Photo Release

Occasionally, photos are taken of teachers shopping in the Resource Center. These photos are important to HEF when we speak to donors and other organizations about our Teaching Tools Program. We ask that you authorize the Hillsborough Education Foundation's use of the photos or videos you may be included in while shopping.

I, the undersigned, hereby authorize Hillsborough Education Foundation (lead agency) to take photographs and/or videos of me, and these photographs/videos can be used in any print media, television and website marketing now and in the future.

I hereby release, discharge and agree to hold harmless Hillsborough Education Foundation, and any representative or employee, from any liability by virtue of any use whatsoever of said photographs/videos.

PLEASE INITIAL HERE IF YOU DO NOT AUTHORIZE THE RELEASE OF YOUR PHOTO: \_\_\_\_\_

By signing this form, you are indicating that you understand that all items you receive are for student and school use only and may be taken only by teachers of public schools in Hillsborough County. Items of significant value, such as audio-visual equipment, furniture, etc., become school property.

I, \_\_\_\_\_, have read and understood the shopping policies listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Resource Center

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