

# 2020-2021 Teaching Tools Resource Center Online

## Policies & Eligibility

### Who qualifies to shop at Teaching Tools Resource Center Online?

- 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

### Who does not qualify to shop at Teaching Tools Resource Center Online?

- 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

### 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 property: lock your vehicle and keep valuables out of sight.

### Shopping Process

Due to COVID 19 restrictions, all shopping is being done online with Curbside Pickup and Drop In & Pick Up options until further notice. Each eligible teacher can shop through our online ordering system once a month.

- **Beginning August 17, 2020**, teachers at Title I schools can place an online order (through our Teacher Portal) for pickup from our office located at 2306 N. Howard Avenue. Teachers may place one order from August 17–September 20 and your order must be picked up by Wednesday, September 30.
- **Beginning in October**, online ordering will take place from the 1st of the month through the 20th of each month. All orders must be picked up by the last appointment of the month.

Place your order online and select one of the following options:

- **Contactless Curbside Pickup: For this option, you remain in your vehicle and your order will be placed in your trunk.** Instructions: Pull into a parking spot marked 11-20, text the number on the sign with your name (and the name of anyone else you're picking up for), school and spot number. We will bring the order(s) out to you.
- **Drop In & Pick Up: For this option, you will be called to enter the back of the warehouse to pick up your box and select a few extra items. You are required to wear a mask and use the provided hand sanitizer.** Instructions: Pull into a parking spot marked 1-10, text the number on the sign with your name (and the name of anyone else you're picking up for), school and spot number. We will call you when it is your turn to enter the warehouse.

Time slots are 30-60 minutes and you must show up within that time slot to be served. We are operating with minimal staff and volunteers and cannot make exceptions. If you can't make it to your scheduled appointment, please reschedule it as soon as you can. All orders not picked up by the end of the month will be restocked.

- You must show a photo ID each visit - employee photo identification or a drivers license is accepted.
- We recommend taking the maximum allotment of 25 items. Please feel free to share your items with other classrooms in your school.
- All items on the Teaching Tools Resource Center Online are available on a first-come, first-served basis.
- The Teaching Tools Resource Center is not responsible for merchandise after it leaves the premises. No returns, please.
- If you shop every month August-May, you'll receive an extra shopping trip through our *A+ Teacher 100% Attendance* program.
- If you can't make it to Hillsborough Education Foundation to pick up your order, you may coordinate with a coworker to schedule the same date/time slot and arrange for them to pick up your order.

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## School Year Pickup Hours Monday, August 17, 2020 - Thursday, May 27, 2021

Mondays & Wednesdays  
2:30 – 6 p.m.

Tuesdays & Thursdays  
2:30 – 5 p.m.

2nd & 4th Saturdays of the month (Starting August 22)  
9 a.m. – 12:30 p.m.

### Location

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

[EducationFoundation.com](http://EducationFoundation.com)

### Small Homework Assignment

We kindly ask that you and your students write general thank you notes, addressed "Dear Donor," to show appreciation to our donors who support Hillsborough Education Foundation and help keep our shelves filled. This is VERY important to the success of the program!

### Photo Release

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

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, social media 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: \_\_\_\_\_



Teaching Tools  
Resource Center

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