

2021-2022 Teaching Tools Resource Center

Policies & Eligibility

Who qualifies to shop at the Teaching Tools Resource Center?

- Full-time Teachers
- Resource Teachers
- Principals
- Assistant Principals
- School Psychologists
- VE, PE, Art & Music Teachers
- ESOL Teachers
- Speech Therapists/Pathologists
- Guidance Counselors
- Media Specialists
- Social Workers
- Instructional Coaches

Shopping Process

This school year, we will continue our shopping policy that we implemented in January 2021 that allows eligible teachers to **shop twice per semester: July-December and January-May** and receive more core supplies and more products per pickup.

Each semester, you will be able to shop two times in person at the Teaching Tools Resource Center by making an appointment online.

- **Example #1:** You can shop two times in person in the same month by scheduling two different shopping appointments.
- **Example #2:** You can make two in-person shopping appointments in two different months.

Once you have you shopped two times in one semester, you will be eligible to shop again the next semester.

**Holiday items will be available July-December and January-May for holidays falling in that timeframe. For example, if you shop in August, you will have access to Halloween, Fall and Christmas items.*

Scheduling Your Shopping Appointment(s)

Step 1. We recommend using Google Chrome. [Access our portal](https://www.educationfoundation.com/TeachingToolsResourceCenter) at [educationfoundation.com/TeachingToolsResourceCenter](https://www.educationfoundation.com/TeachingToolsResourceCenter) to log in to schedule an appointment for an in-person shopping trip at the Teaching Tools Resource Center. Teachers at one of our Delivery Schools will have the option to schedule an appointment for in-person shopping or place an order online for delivery. Logging in to the portal is easy, all you need are two items: Your district email address and your district assigned "Lawson number."

- Example:**
- User Name: firstname.lastname@hcps.net
 - Password: Your Lawson Number: example 100000

Step 2. Once you have logged in, you have two order fulfillment options to choose from: "**Schedule a Store Visit**" or "**Deliver to my School.**"

- **Schedule a Store Visit:** For this option, you will see a calendar of all available appointments and may select a 30-minute registration time. You must show up in that 30-minute window to shop for that day. Instructions: Enter our building in your 30-minute window, check-in at the front desk and show your School ID/State-Issued ID. You will be given a sanitized clipboard/pen and a quick overview of the new shopping process. Please use the provided hand sanitizer before entering the Resource Center. Each teacher is eligible to receive up to 40 line items per shopping trip.
- **Deliver to my School:** This option is reserved for 30 select Title I schools that are in outlying areas of our county. Teachers at these schools can either shop in person or shop online and have items shipped. Check out the "*Who Can Shop*" section on our website for the list of schools that are eligible for delivery. Due to school mail weight restrictions, teachers using this method will receive up to 30 line items. Select your items from the list and click "Complete Order."

Step 3. Visit our Teaching Tools Resource Center on your scheduled day to shop for your free items.

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Shopping at the Teaching Tools Resource Center - What You Need to Know

Appointments are 30 minutes and you must show up within that window to be served. We are operating with minimal staff and volunteers and cannot make exceptions. We are limited to the number of appointments we have available each shopping day. If you cannot make it to your scheduled appointment, please make sure you cancel as soon as possible to allow another teacher to take advantage of the opportunity to shop that day.

- You must show a photo ID each visit: School ID/State-Issued ID is accepted.
- We recommend taking the maximum allotment of 40 items (30 items for Delivery Schools). Please feel free to share your items with other classrooms in your school.
- All items in the Teaching Tools Resource Center are on a first-come, first-served basis. Unfortunately, we cannot hold any items.
- The Teaching Tools Resource Center is not responsible for merchandise after it leaves the premises. No returns, please.
- If you shop four times from July-May, the maximum number of shopping trips, you will receive a reward through our *A+ Teacher 100% Attendance* program.
- If you cannot make it to the Teaching Tools Resource Center to shop, you may coordinate with a coworker to substitute shop for you. Visit our website for details about substitute shoppers.
- Please remember to visit one of the checkout stations before you leave.

Help us Show Appreciation to Donors

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!

We are following CDC Recommendations

If a teacher shopper, team member, volunteer or building guest is not fully vaccinated, then they will be required to wear a mask while in the building. Wearing a mask is optional for those who are fully vaccinated.

For clarity, a person is considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Guest and 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.

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.



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2021-2022 School Year Shopping Hours

Monday, July 26, 2021–Thursday, July 29, 2021

1:30-5:30 p.m.

(last appointment at 5 p.m.)

Monday, August 2, 2021–Thursday, May 26, 2022

Mondays & Thursdays: 2:30-5:30 p.m. (last appointment at 5 p.m.)

Wednesdays: 3-6 p.m. (last appointment at 5:30 p.m.)

2nd & 4th Saturdays: 9 a.m.-1:00 p.m.

(last appointment at 12:30 p.m.)

Location

Hillsborough Education Foundation
Teaching Tools Resource Center
2306 N. Howard Avenue, Tampa 33607
(813) 574-0260

EducationFoundation.com

Media Release Agreement

Occasionally, photographs/videos are taken of teachers at the Teaching Tools Resource Center. Capturing these moments are important to Hillsborough Education Foundation when we speak with donors and other organizations about our programs. We ask that you authorize Hillsborough Education Foundation to use photographs/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, marketing materials and website marketing now and in the future.

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

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: (You agree to sign this form electronically. Please retain a copy for your records.)

You do not need to bring a signed copy of the form with you to the Teaching Tools Resource Center.



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