



2022-2023 School Year Hours

July 25-28, 2022

1:30 - 5:30 PM

August 1, 2022-

May 25, 2023

Mondays & Thursdays

2:30 - 5:30 PM

Wednesdays

3 - 6 PM

2nd & 4th Saturdays

9 AM - 1 PM

Our hours and current specials are also posted on our website at:

[EducationFoundation.com/
TeachingToolsResourceCenter](https://www.educationfoundation.com/TeachingToolsResourceCenter).

They can also be found on Facebook at:

[Facebook.com/groups/Love2ShopatTeachingTools/](https://www.facebook.com/groups/Love2ShopatTeachingTools/).



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[EducationFoundation.com](https://www.educationfoundation.com)

What is the Teaching Tools Resource Center?

At Hillsborough Education Foundation, we believe that effective teachers are foundational to student success. We know that our dedicated teachers will purchase supplies out of their own pockets before letting one of their students go without. Because of this, we strive to ensure that every one of your students have the basic supplies they need for academic success.

At our Teaching Tools Resource Center, we invite full-time instructional staff at Title I schools to shop for FREE school supplies two times per semester to distribute to your students who need them most. Teachers can pick up supplies such as:

- Pencils
- Books
- Glue
- Paper
- Notebooks
- Scissors
- Erasers
- Crayons
- Copy Paper
- Dry Erase Markers
- Backpacks
- And much more

How To Get Started

- Review our [Policies & Eligibility Form](#).
- Access our portal at: [EducationFoundation.com/TeachingToolsResourceCenter](https://www.educationfoundation.com/TeachingToolsResourceCenter) to create a login and schedule your shopping day. Our reservation process ensures that we can provide the best customer service possible. (Detailed instructions on back.)
- Remember to bring your photo ID with you every time you shop.

Can't make it to the Resource Center, but someone else is willing to shop for you? **Assign a substitute shopper!** (See back for details).



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Teaching Tools Resource Center

Scheduling Your Shopping Visit

Step 1

Access our portal at EducationFoundation.com/TeachingToolsResourceCenter to register or log in to schedule an appointment for an in-person shopping trip at the Teaching Tools Resource Center. If you have never shopped with us before, you will create an account - all you need is your district assigned "Lawson number" and your district email address. If you are a returning shopper, just log in!

Step 2

Once you have logged in, you will see a calendar of all available appointments and will then 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 view the calendar and select a 60-minute shopping time. You can schedule appointments for the current semester only.

Deliver to my School: This option is reserved for 33 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 via school mail. Check out the *Who Can Shop* section on our website for the list of schools that are eligible for delivery. Due to 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. Check-in at the front desk and show your School ID/State-Issued ID. You will be given a clipboard/pen and a quick overview of how to shop if you are a new shopper. Each teacher is eligible to receive up to 40 line items per shopping trip.

Substitute Shopping: Can't make it in to shop for yourself? Assign a substitute shopper! Aides, paraprofessionals, teachers, spouses, PTA members, or other members of your network may shop in person on behalf of a teacher who has scheduled an appointment. In order to assign a substitute shopper, please follow the steps below:

- Log in to your teacher profile. Click on the "Substitute Shopper" at the top of the home page.
- Indicate that someone will be shopping for you and enter their information. You only need to enter their name, email address, and phone number.
- Schedule a shopping appointment at a time that works for your sub-shopper.
- When your sub-shopper arrives for the shopping appointment, they will let the check-in person know they are a substitute shopper for you. Our team will confirm they are your approved sub-shopper and then they will be given instructions on how to shop.
- You can only list one approved substitute shopper at a time. However, you are welcome to change your approved substitute shopper at any time!

Please note, due to the amount of supplies available to each teacher during a shopping shift, we recommend that a substitute shopper shop for a maximum of two different teachers at a time. If two teachers are utilizing the same substitute shopper, both teachers must have the same appointment time.



**Teaching Tools
Resource Center**

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