

Teachers' Treasures
“Helping Teachers Help Kids”
2010 – 2011
Teacher Handbook

*The key information you need to know to utilize the resources
available free to eligible teachers.*

Our Mission – page 2
Facts – page 3
Supply Fee Guidelines – page 5
Policies and Procedures – page 6
Extra Shopping Trips – page 8
Shopping Schedule – page 9

Effective August 2, 2010

Teachers' Treasures "Helping Teachers Help Kids"

Our mission

Teachers' Treasures helps underprivileged children get the materials they need to succeed in school by providing teachers with donated educational supplies for use by the students in their classroom.

The need

Every day at public, private, charter and parochial schools located throughout Marion County, children of all ages attend class without the most basic supplies they need to get a good education. Dedicated teachers are often willing to pay for these much needed supplies out of their own pockets to make sure the kids in their classrooms have the necessary tools to learn. Teachers spend an average of \$800 - \$1,200 out of their own pocket to provide educational materials to their students.

Our answer

Teachers' Treasures, in partnership with local businesses, charitable foundations, neighborhood organizations and individual contributors, helps fill this need by operating a volunteer-based "Store for Teachers." Donated educational supplies and other materials are distributed via this unique conduit to teachers for the benefit of their students.

Eligibility

Teachers' Treasures provides classroom materials for use in public, private, parochial and charter schools, kindergarten through twelfth grade, to schools in Marion County with 40 percent or more of the student population on the free or reduced lunch program. Principals provide a request to participate, which identifies the eligible individuals in their school. Only full-time licensed teachers (including art, gym, music), principals/directors, vice principals, media specialists, social workers, nurses and guidance counselors from eligible schools may shop. Substitute teachers on a long-term contract may shop during the length of their contract.

Our story

Teachers' Treasures was founded in 2000 by a retired school principal, Phyllis Imel, who wished to continue helping the at-risk children in the community succeed in school. The "free store for teachers" opened in a small unused area in the basement of Washington Community School on the near Westside. A dedicated staff of volunteers began seeking product and financial contributions which could be used to provide teachers with the educational supplies and materials needed by the children in their classrooms. As awareness and interest grew throughout the educational and business communities, so did the need for more room. This need was met by Kroger, who leased a former store at 1800 East Tenth Street to the organization for \$1 a year. In September 2007, Teachers' Treasures opened a new location almost three times larger than the original space.

Facts

- Location:** **1800 E. Tenth Street, Indianapolis, Indiana 46201**
Just east of the intersection of 10th and College, and west of the intersection of 10th and Rural. From I-70, take the Rural/Keystone exit, go south to Tenth Street, and turn right.
- Telephone:** **317-264-1758**
FAX: **317-264-1759**
Website: www.teacherstresures.org
Email: information@teacherstresures.org
- Staff:** Barb Pecina – Executive Director
Judy Kiemeyer - Executive Assistant
Christy Kelso – Administrative Assistant
Carrie Sullivan - Warehouse
Dave Bell – Warehouse
- Shopping Hours:** August 2, 2010 – May 26, 2011 Monday through Thursday from 2:30 pm – 6 p.m. Shoppers **must** check in 30 minutes before closing.
- Non-Profit Status:** Teachers’ Treasures is a 501(c)(3) as designated by the IRS. Donations to Teachers’ Treasures are tax-deductible. A receipt for donations will be provided to you.
- Volunteers:** A variety of tasks are available for individuals and/or groups for: stocking shelves, processing donations, staffing check-out stations and arts and crafts projects.
- A specific need exists for individuals with computer expertise for assistance with: website management, newsletters, data entry and other web publishing tools.
- Contact Judy Kiemeyer at 264-1758 to schedule volunteer time.

Holiday Schedule: We will be closed to shopping and donations on the following:
Labor Day – Sept. 6, 2010
Thanksgiving Day and the day after – Nov. 25 and 26, 2010
Christmas – Dec. 24 thru Dec. 27, 2010
New Year’s - Dec. 31 thru Jan. 3, 2011
Memorial Day - May 30
Independence Day - July 4

Summer Shopping: Mondays and Wednesdays beginning June 6, 2011 through July 20, 2011

Questions? *Any questions about Teachers’ Treasures policies and procedures should be directed to 264-1758.*

Teachers' Treasures Supply Fee Guidelines

- 1. Eligible individuals from qualifying schools must pay an annual supply fee to take advantage of Teachers' Treasures resources.**
- 2. The annual fee is \$25.00 per person if paid on or by September 1st. After September 1st the fee is \$35.00 per person.**
- 3. The supply fee is not prorated – the fee is the same whether an individual signs up in September, January or April.**
- 4. After paying the fee, a punch card will be issued and each individual will continue to receive one free shopping trip a month during their assigned week. Punch cards are not transferable. The punch card MUST be presented for the monthly shopping trip. Replacement cards will cost \$10.00 per incident.**
- 5. We will accept cash, checks (payable to Teachers' Treasures) and debit/credit cards. If the check is returned for insufficient funds or the debit/credit card is refused, an additional fee of \$25.00 will be assessed. Both the registration fee and the additional fee must be paid before a punch card is issued.**
- 6. An individual may find a sponsor to underwrite the cost of the supply fee.**
- 7. The supply fee is NOT a tax-deductible contribution.**
- 8. Individuals contracted to teach summer school classes in the summer may shop once during June and once during July.**

POLICIES AND PROCEDURES

1. Who is Eligible - Only full-time licensed teachers (including art, gym, music), principals/directors, vice principals, media specialists, social workers, nurses and guidance counselors from eligible schools may shop. Substitute teachers on long-term contracts may shop during the length of their contract; a letter certifying their eligibility must be provided by the principal. Shopping privileges will be revoked for anyone found ineligible. No refund will be issued.

Individuals (Title One, Literacy, ESL, etc.) who serve multiple schools will shop once a month with their “home school,” not multiple times each month. The “home school” is the school where you’re registered for your paycheck.

2. Eligible individuals may shop Monday – Thursday of their assigned week during regular shopping hours. (2:30 pm – 6:00 pm and you must be signed in by 5:30 pm) You cannot shop during other weeks of the month.
3. ***Bring your School ID for your first visit of the year!*** We will check it. Drivers’ licenses don’t count. After the supply fee is paid, you will receive a Teachers’ Treasures ID punch card to use for each visit. This ID must be presented at check-in. You will not be permitted to shop without your Teachers’ Treasures ID card. There is a \$10.00 replacement fee for any lost or stolen ID card.
4. The items provided by Teachers’ Treasures are for use in the classroom and for projects that enable students to participate in learning activities. Any shoppers who are discovered to be using items from Teachers’ Treasures for personal use by themselves, their family or other organizations, will have their shopping privileges revoked for the year. (Please do not jeopardize our program services for others.)
5. It is permissible to bring a companion for assistance if you are sight impaired or require comparable assistance.
6. You may fill one shopping cart during each visit. Please feel free to recycle by bringing bags or containers with you.
7. It is very important that you record the quantities you take as you shop – the amount and value of the products we distribute are key indicators of our service.

- 8. To reserve furniture or a big item, fill out a reservation slip and tape it to the item you would like. Reserved items must be removed the same week you claim it unless special arrangements are made with the staff. If you don't pick up the furniture by the deadline, it will be made available to other shoppers. Sorry, we are unable to deliver furniture.**
- 9. ITEM LIMITS - The quantity available of each item depends on our inventory. If you have a special project and need more than the limit allowed, please see Judy or Christy. We are always happy to help.**
- 10. Items obtained through Teachers' Treasures may be used for school activities such as Homecoming, Carnival, Prom, etc.**

EXTRA SHOPPING TRIPS

- 1. TEACHER LIAISONS - Each qualified school or program is asked each year to appoint one of their individuals as the Teacher Liaison (TL) with whom we can communicate directly. The TL will receive one extra shopping trip per month provided they meet the following requirements:**
 - a) Ensure the principal provides a list of eligible individuals to Teachers' Treasures by October 1st.**
 - b) Complete one promotional activity per month which involves: Sharing information about Teachers' Treasures with co-workers and encouraging eligible individuals to shop or volunteer. Ex: copying Teachers' Treasures when emailing your monthly reminder to co-workers.**
 - c) Provide, once per semester, either a poster thank you from a class or a group of individual thank you letters from a class.**
 - d) Should a Teacher Liaison fail to meet the above requirements, the additional shopping privilege will be revoked.**

- 2. VOLUNTEER TO SHOP - Upon completion of 12 hours of service, registered individuals can earn a certificate for one extra shopping trip. One certificate per individual per month maximum.**

- 3. VOLUNTEER FOR A TEACHER - Our "Volunteer for a Teacher" program allows an individual to volunteer on behalf of a teacher to earn a shopping certificate for that teacher. Once an individual volunteers for 12 hours, Teachers' Treasures will send the designated teacher a shopping certificate at his/her school. The shopping certificate may be redeemed at Teachers' Treasures during regular shopping hours. The supply fee must be paid before redeeming the shopping certificate. One certificate per month per teacher maximum.**