

# TEACHER SHOPPING PROCEDURES

## 2024 – 2025 SCHOOL YEAR

### ELIGIBILITY

Certified classroom teachers (includes art, health, media, music, and physical education) at eligible charter, parochial, and public schools in Cuyahoga County can shop once a semester, IN STORE at the SC4K Teacher Resource Center or ONLINE, for FREE classroom supplies.

To be an eligible school, 60% or more of the students enrolled must be eligible for the National School Lunch Program. Only educators from schools with a current SC4K Ambassador are allowed to shop. Ambassadors must attend the annual Ambassador Orientation and pass the quiz. They fulfill other responsibilities throughout the year such as spreading the word about the Teacher Resource Center to their school's eligible staff and coordinating pick-up of bulk items.

### PARKING & ENTRY

The SC4K Teacher Resource Center is at the west end of the Greater Cleveland Food Bank's Community Resource Center (CRC). The address is **15500 South Waterloo Road, Cleveland, OH 44110**. The CRC is easily accessible from I-90 at E. 152 St. exit.

- Park in front of the SC4K Free Store or by the loading docks on the west side of the building
- Use the MetroHealth/Shoes and Clothes Kids entrance and check in at the SC4K front desk
- Use drive-up docks at the west end of the building for loading your vehicle.
- Return all shopping carts to the building (inside).

### SHOPPING RULES

**Registration is required. No walk-ins.** Our Teacher Resource Center is open during designated hours during the school year. Eligible staff can attend one regular teacher shop per semester (if able to sign up). No rollovers. Specialty shops are special events in addition to your one regular shop each semester. Appointment confirmations are sent to your school email address and are visible on your landing page.

### SHOPPING RULES, cont.

- Shoppers must only take items needed in their classrooms and only in the quantities needed by your students, honoring all limits imposed on specific items. Items can be shared with other classrooms within your school.
- You cannot sell, barter, or trade items received, in accordance with IRS regulations.
- You are not allowed to bring guests to shop with you, as only scheduled teachers are allowed in the shopping area.

**SC4K reserves the right to revoke a teacher's shopping privileges if these rules have been violated.**

### CHECK OUT PROCESS

Volunteers will check out teachers before packing their items to ensure that the item limits have been honored. Teachers are responsible for transporting the items they select. Teachers must bring your own bags and boxes to pack the items you select and take them in one trip. SC4K will not deliver items and items will not be held for pick up by shopper at a later time or date.

### TEACHER DONATION APPEAL

Inspiring bright futures for students and teachers is our passion. Over the past several years, product donations have declined, while the demand for our services is on the rise. To help keep our programming strong and raise awareness in the community, we ask you to **consider making an annual voluntary donation of \$25 or more** to support the free services SC4K provides to you and hundreds of teachers like you.

**DID YOU KNOW? The average value of a shopping cart full of free supplies is more than \$1,500!**



Scan the QR code to donate online or visit <https://bit.ly/3ZvUpHd>. You can also bring a check or cash to your next teacher shop.