



2023-2024 SHOPPING POLICIES

Crayons to Computers was founded in 1997, and today partners with more than 500 qualifying schools serving Preschool through Grade 12 students in 16 counties throughout Southwest Ohio, Northern Kentucky, and Southeastern Indiana. As a nonprofit organization funded largely through donations, we aim to bridge the gap, helping teachers to provide their students in need with the tools to succeed in school. We offer a variety of materials that support learning, including basic supplies, educational activities, and enrichment items. Since inception, Crayons to Computers has distributed more than \$191 million worth of free educational materials.

WHAT SCHOOLS QUALIFY TO SHOP AT CRAYONS TO COMPUTERS?

Schools must meet the following criteria to be classified as a Qualify-to-Shop School:

- 55% or more of the student population qualifies for free or reduced lunch through the USDA's National School Lunch Program
 - Reported through Ohio, Kentucky, or Indiana Department of Education
- Located in one of the 16 counties included in Crayons to Computers' service area (please visit our website for a list of the 2023-2024 Qualify-to-Shop schools and eligible counties, <https://cc-user-ry6f.squarespace.com/general-information-1>); and
- Must have been in existence for a minimum of one school year.

Eligible schools that fall below 55% will have one additional school year of grace period before being taken off the list of Qualify-to-Shop schools.

WHICH SCHOOL PERSONNEL QUALIFY TO SHOP AT CRAYONS TO COMPUTERS?

The following school personnel have traditionally qualified to shop with Crayons to Computers:

- Full-Time, Certified, Lead Classroom Teachers
- "Specials" Teachers including Art, Physical Education, Library/Media and Music.
- Full-Time Intervention/Resource Specialists with their own contained classroom.
- Full-Time Resource Coordinators, Counselors, Speech Pathologists, Physical and Occupational Therapists, and Psychologists.
- Principals, Assistant Principals and Deans.
- A designated Secretary or Administrative Assistant per school.

**A shopper must be an employee of the school (parents, substitutes, volunteers are not eligible). School Resource Officers, Transportation and Food Service staff are also not eligible. If you have a special circumstance or concern, please contact Caitlin Philpott at cphilpott@crayons2computers.org.

TERMS OF AGREEMENT

By participating with Crayons to Computers you commit to utilizing all items for the benefit of students and families in your school community or for your own purposes within the school. The resale of items received from Crayons to Computers is strictly prohibited.

As a non-profit organization we do our best to serve as many as we can in a meaningful way. When you shop, we ask that you are conscientious of what you take and respectful of your fellow shoppers and the volunteers that make it possible for us to serve you.

WHAT IS THE ACCESS FEE PAYMENT PROCESS?

The access fee is \$25 for individual teachers when paid before August 1st, the fee goes to \$30 after that date. Payment may be made as follows:

- Check is preferred.
 - Make your check payable to Crayons to Computers AND **include your school's name.**
 - Submit your check by **September 30th, 2023** to be eligible for a bonus bulk supply drop-off to your school via our delivery program!
 - Mail your check to:
Crayons to Computers
Attn: MerryBeth McKee
1350 Tennessee Ave.
Cincinnati, OH 45229
- If you require a Purchase Order or Invoice to generate payment, please contact MerryBeth McKee at (513) 482-3290 or mmckee@crayons2computers.org.
- Credit Card payments are also accepted.
- **When payment is received, we will send you a template to provide information on the staff you are covering with the fee.** Questions regarding eligible shopper lists and updates should be emailed to Caitlin Philpott, cphilpott@crayons2computers.org.
 - Completion of this template is required for your staff to begin shopping.
 - Allow one business day for updates to be completed and take effect.

CAN MY SCHOOL BE TAKEN OFF THE CRAYONS TO COMPUTERS ELIGIBLE LIST?

Yes. Schools that no longer qualify under the free and reduced lunch requirement will be removed from the eligible list after a one-year grace period.

WHEN CAN TEACHERS SHOP AT CRAYONS TO COMPUTERS?

Teacher Resource Center Dates of Operation: August 8, 2023 – May 16, 2024

Please note the Resource Center will be closed on the following dates:

- September 4, 2023 - Labor Day
- October 31, 2023 - Store Closing at 4:30PM for Halloween
- November 22 & November 23, 2023 - Thanksgiving Break
- December 18, 2023 - January 2, 2024 - Holiday Break

Teacher Resource Center Hours:

- Tuesday – Thursday, 2:30 p.m. – 6:30 p.m.
- The second and fourth Saturday of each month, 9:00 a.m. – 1:00 p.m. Extended hours may apply in August.
- **Note: Teachers should check in at least 30 minutes before closing to ensure enough time to shop.**

****Please always** check our website (<http://www.crayons2computers.org/>) to confirm shopping days, as changes may occur during the year. Also note, while Crayons to Computers' business/office hours are 9 a.m. – 5 p.m., the Teacher Resource Center opens at 2:30 p.m.*

HOW MANY TIMES ARE TEACHERS ABLE TO SHOP AT CRAYONS TO COMPUTERS?

- All teachers are welcome to shop with Crayons to Computers **up to 10 times per school year** regardless of the channel (in-store and/or online ordering).
- There are no longer assigned shopping times or weeks. Shoppers can come anytime the store is open.
- Only one shop per teacher will be allowed in August. Shopping online counts as one shop. **Shoppers can choose whether to shop online or in-store in August.**
- Shoppers may not send other people, even eligible shoppers, on their behalf to utilize in-store shopping visits. We do allow online order pickup by alternate people.

I'M ELIGIBLE, HOW DO I SHOP?

When teachers arrive to shop at Crayons to Computers, a staff member or volunteer will greet, check-in, and orient you to the Teacher Resource Center.

What should I bring?

- Teachers must provide a school ID with a photo or a driver's license to check-in.
- **Mask requirements will reflect current CDC and/or State of Ohio guidelines.**
- We provide boxes for shoppers but cannot always guarantee we will have enough stock. *Please consider bringing your own boxes or reusable bags.*

Where do I park?

Parking is available on the east side of the building closest to the Teacher Resource Center entrance. If this parking lot is full, there is an overflow lot available on the west side of the building. There is also limited on-street parking. Always enter through the Teacher Resource Center entrance on the east side of the building. We appreciate your following all parking signs and only parking in legal parking spaces. Please do not park in front of our loading docks or block any other cars in our lots. Further:

- Please do not park in any neighboring businesses' parking lot.
- Please do not leave purses or any other valuables in your car while you shop.
- Crayons to Computers is not responsible for lost or stolen articles.

Can I bring someone along when I shop?

Due to health and safety precautions, size of our shopping space, and out of consideration for your fellow shoppers, please be conscientious if you must bring shopping companions (including small children) to the Teacher Resource Center. Children & guests should stay with the shopper at all times and are not eligible to shop themselves.

Companions for visually impaired or those in need of medically comparable assistance are welcome. Contact Caitlin Philpott, at cphilpott@crayons2computers.org with questions.

- We are currently mask-optional facility, so please take this into consideration with any shopping companion who accompanies you.

ANYTHING ELSE I SHOULD KNOW?

- Please plan to return your shopping cart into the Teacher Resource Center after unloading!
- When you check out, a volunteer or staff person may share the total value of your trip. Keep in mind all supplies received at Crayons to Computers are free for your use at school with students and **NOT** intended for home use or resale. (See **Terms of Agreement below.**)
- The average teacher receives more than \$500 worth of supplies each shopping trip.
 - When dictated by a grant, on occasion, an item may have restrictions.
 - We do our best to ensure items will last through the day, but that is not always possible due to the nature of donations.
 - You are invited to speak with a staff person for any questions regarding item availability or your individual needs.
- Item limits allow us to best serve all shoppers. Please respect item limits. Exceptions must be cleared with a staff member **prior** to checkout. Volunteers may check items and counts to ensure inventory accuracy.
- Shoppers may only check in under their own name and will not be able to shop on behalf of another teacher.
 - We have online ordering for pickup for teachers that are unable to make it down for a shop or who do not feel comfortable coming to shop in person.
 - Online orders are able to be picked up by alternate people.

- Shoppers who accompany others but are not shopping themselves are not able to add items to their shop on a previous date.
- Crayons occasionally has furniture that may require additional coordination for pickup. In respect for other shoppers and our space, we require that furniture be picked-up within One week of being tagged or it will become available to other shoppers.
- We reserve the right to **share any shopping information** with your school administrator(s).

WHAT HAPPENS IN CASE OF INCLEMENT WEATHER?

In the event of inclement weather, Crayons to Computers will decide whether to close the Teacher Resource Center by 12:00 p.m. You will find this information listed on our website, Facebook, and on WCPO Channel 9 and WKRC Local 12 school/business closings list.

QUESTIONS, FEEDBACK, & UPDATES

Please contact Caitlin Philpott, School Outreach Coordinator:
(513) 482-3290 x104 | cphilpott@crayons2computers.org |
1350 Tennessee Ave. Cincinnati, OH 45229