

## CMC Teacher Warehouse Store Policies and Guidelines

The purpose of the store policies and guidelines for the CMC Teacher Warehouse is to explain how the store, operated by volunteers, uses inventory control measures and scheduling of volunteers to equip the facility for optimal shopping visits.

- ✓ Teacher Warehouse visits are by appointment only.
- ✓ Shoppers must be full-time licensed CMCSS teachers to shop at the store (Educational assistants or substitute teachers are not included to shop).
- ✓ Teachers are granted 2 visits per semester (4 for the year).
- ✓ Teachers new to CMCSS receive one additional visit based on their hiring date.
- ✓ Visits do not roll over and must be used within the semester allocated.
- ✓ Teachers may receive an additional shopping day for volunteering with the Teacher Warehouse for a minimum of 2 hours (1 additional day per semester maximum, no matter how many hours volunteered).
- ✓ Teachers who bring their own shopping bags will receive 2 additional points per visit.
- ✓ Special occasion visits may be announced by staff, such as Teacher Appreciation activities, Book Fairs, etc. that do not count toward regular shopping visits.
- ✓ Coupons for the Teacher Warehouse may not be doubled in one visit. One coupon per shopping trip.
- ✓ No children are allowed in the store on shopping dates for safety reasons.
- ✓ The Teacher Warehouse will cancel store visits when a CMCSS snow day is announced. This includes Saturday visits if school is cancelled the Friday before.
- ✓ Appointments should be cancelled prior to the appointment time via logging in to your Appointment Quest account and a notification should be emailed to [katie.williams@cmcss.net](mailto:katie.williams@cmcss.net).
- ✓ Two missed appointments without notice will result in loss of store visits for the semester.

We appreciate your cooperation with the policies of the CMC Teacher Warehouse. For questions, email the Foundation office or call 931-920-7928. For appointments, visit: [www.cmceducationfoundation.com](http://www.cmceducationfoundation.com).