



## Education Foundation

Clarksville–Montgomery County

Proxy shoppers have given many teachers the chance to utilize the Teacher Warehouse who otherwise may not have had an opportunity. A proxy shopper is someone designated by their building administrator to shop for teachers in their building.

- ✓ Teachers using a proxy must make their own appointments based on proxy availability at the following link:  
<http://www.appointmentquest.com/scheduler/2150072730>
- ✓ Teacher should complete and sign the back of a shopper checkout sheet found on the Foundation website. The proxy shopper must bring the completed sheet(s) with them to the appointment to select items.
- ✓ Once the appointment is set and the sheet is completed, the teacher should to notify [katie.williams@cmcss.net](mailto:katie.williams@cmcss.net) that they a proxy will come to the appointment.
- ✓ The proxy shopper should come to the Teacher Warehouse to shop for the items on the teacher's list at the scheduled appointment time.
- ✓ Each teacher will have 30 points per shopping trip and two shopping trips per semester.
- ✓ Proxy shoppers are allowed to shop for up to 10 teachers per store visit with teacher appointments.

Please visit the following link to learn more about the Teacher Warehouse program, watch an instructional video and share with your school staff:

<http://cmceducationfoundation.com/for-teachers/teacher-warehouse/>