



# 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, appointment scheduling and volunteers to equip the facility for optimal shopping visits.**

- Teacher Warehouse visits are by appointment only and can be made by visiting: [www.cmceducationfoundation.com](http://www.cmceducationfoundation.com)
- Shoppers must be full-time licensed CMCSS teachers to shop at the store (Educational assistants or substitute teachers are not included to shop for personal use; however may serve as a proxy for a teacher).
- 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 not schedule 2 shopping visits for the same day.
- 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 Foundation 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 Full Slate and/or 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.