



TEACHER SUPPLY DEPOT SHOPPING INSTRUCTIONS

Upon registration you received a ticket to shop in the Teacher Supply Depot...for FREE!
You will find lots of new and used items to enhance your classroom instruction.

Staff will begin calling numbers at 7:15 with a group of approximately 30-40 and will proceed to call additional numbers about every 15-20 minutes. The waiting period and the size of the next group depends on the number of teachers still shopping in the organized areas and/or the number of teachers in the checkout area.

Once your number is called, your group will proceed to the top of the stairs where you will be given a green 5 gallon bucket to shop in. **Please pay attention to limits placed in some areas...particularly Shopping Area #1. Most of the new, basic school supplies are limited.**

When you select a large item/items, look for a volunteer to place your name on the item(s) and the volunteer will move your item to the checkout area

After you have finished your shopping in areas 1, 2, and 3 proceed to the checkout area (carpeted area in the center of depot area).

NOTICE: Once you enter the checkout area, please do not go back into the shopping areas. Keep in mind that other teachers may be waiting.

Complete an inventory form (in trays on each table) listing all the items you are taking and give us an approximate value of each item (you may round off and total each page using calculators provided). Don't forget to include those items you placed on hold.

You may also leave comments and/or suggestion at the bottom of the page...*we love hearing from you - good or bad.*

Bags and/or boxes are provided for you to facilitate getting your items to your vehicle. Don't hesitate in asking a volunteer to assist you.

Turn in completed form(s) to a depot worker/volunteer in the checkout area. Exit by going back down the stairs to main parking area - blue doors between Shopping Areas 1 and 2.

If you have large items/furniture, arrangements must be made with a depot worker before driving around the back parking area to pick up items. Parking area is small at the back entrance. Long periods of parking are discouraged.

We look forward to seeing you again at the next opening for teachers and their assistants. Thank you for your cooperation.