



Sunshine Supplies for Teachers Teacher Handbook 2024

The key information you need to know to utilize the resources available to eligible teachers. Please read prior to scheduling your first shopping trip.

Sunshine Supplies for Teachers
1130 Hickory Point Mall
Forsyth, Illinois 62535
sunshinesuppliesforteachers@gmail.com

Website: www.sunshinesuppliesforteachers.org
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Sunshine Supplies for Teachers

Eligibility

Sunshine Supplies for Teachers provides classroom materials for use in public, private, parochial and charter schools, Pre-K* through twelfth grade, to schools in Macon and Piatt Counties that are recognized by the Illinois Department of Education. Only full-time, certified, Pre-K-12 teachers (including Spanish, art, gym, music), full-time Instructional Assistants/Aides, Paraprofessionals employed through the school district, principals/directors, vice principals, media specialists, social workers, nurses, and guidance counselors from eligible schools may shop. In addition, substitute teachers on a long-term contract may shop during the length of their contract and must submit a letter from their school's principal.

Non-certified staff such as Parent Involvement Educators, Parent Liaisons, Instructional Assistants/Aides, Paraprofessionals, and other personnel who offer emergency outreach to students and their families may be eligible. Please contact sunshinesuppliesforteachers@gmail.com to discuss.

Store Information

Located at 1130 Hickory Point Mall Forsyth, IL 62535

Staff:

- Crystal Hoadley, Co-Founder and Director
- Jill Kelm, Co-Founder and Director
- Jill Applebee, Board of Directors
- Stacey Hoadley, Volunteer Board of Directors
- Wendy Jalley, Board of Directors
- Lydia Watters, Board of Directors
- Amy Zahner, Board of Directors

Shopping Hours: August through May annually and based on available appointments.

- Tuesdays and Thursdays from 3:00pm to 7:00pm
- We will host Saturday shopping once or twice a month. Check the shopping calendar for available dates.
- All shoppers must have an appointment to shop.
- **Please Note:** Scheduled shopping days and hours may occasionally change. If a date is not shown in our online portal, it means that we do not have shopping on that day. In the case of inclement weather or unexpected closure, we will announce closings via our registered email addresses and social media. You may also check with your school's liaison about the schedule.

Non Profit Status:

- Sunshine Supplies for Teachers is a 501(c)3 as designated by the IRS.
- Donations are tax deductible. A receipt for donations will be provided to you upon request.

Sunshine Supplies for Teachers Registration Fee Guidelines

1. Eligible individuals from qualifying schools must pay an annual registration fee to take advantage of Sunshine Supplies for Teachers resources.
2. The annual fee is \$50.00 per person. The registration fee is not prorated (the fee is the same regardless of the date of registration). The registration fee is not refundable, or transferable.
3. Please bring IDs with you only when you come to shop. Driver's licenses will also be accepted. They will be needed to check-in throughout the year. We do not need copies of ID badges.
4. Registration, even if paid by the school corporation, school, PTO, or similar school sanctioned organization, is for the individual teacher specified on the registration form and cannot be transferred to another teacher.
5. Individual registration fees can be purchased in store, at a membership event, or in bulk registration in cash or a credit card payment. We will accept checks and credit card payments for bulk registration in situations where schools, districts, or sponsors are paying for groups of staff members.

6. An individual may find a sponsor to underwrite the cost of the registration fee for their staff.
7. The registration fee is NOT a tax-deductible charitable contribution.
8. Teachers are allotted one shopping trip per month during the calendar school year. We are not open for shopping in June or July unless otherwise noted.

POLICIES AND PROCEDURES

1. Who is Eligible - Only full-time PreK*- 12 certified educators (including art, gym, music, language), principals/directors, vice principals, media specialists, social workers, nurses, instructional assistants/aides, paraprofessionals, approved non-certified staff, and guidance counselors from eligible schools may shop. Substitute teachers on long-term contracts may shop during the length of their contract; a letter certifying their eligibility must be provided by the principal. Shopping privileges will be revoked for anyone found ineligible. No refund will be issued.

Non-certified staff such as Parent Involvement Educators, Parent Liaisons, social workers, and other personnel who offer emergency outreach to students and their families may be eligible for shopping. Please email sunshinesuppliesforteachers@gmail.com to discuss.

These full-time staff members must be employed with the school district in which they teach; volunteer aides are not eligible to shop. IAS, TAS, and Paras must pay the appropriate registration fee as necessary, create appointments, and abide by Sunshine Supplies for Teachers general guidelines.

Approved community partners are eligible to nominate 1-2 representatives to shop for their programs. Programs must serve Macon or Piatt County students and be approved by the Executive Director. Community Partners will be subject to pay the registration fee of \$50.

2. It is permissible to bring a companion for assistance only if you are sight impaired or require medical assistance. For reasons of liability, other individuals such as spouses or unregistered teachers, are not allowed to shop with you. **No children, of any age, are allowed to be in the store during shopping hours.**
3. The items provided by Sunshine Supplies for Teachers are for use in the classroom and school and for projects that enable students to participate in learning activities. Any participants who are discovered to be using items for personal use by themselves, their family or other organizations without permission, will have their shopping privileges revoked. The registration fee will not be refunded. **Please do not resell merchandise to any public or private company, organization or individual. If you have an excess of materials, please donate them to your fellow teachers or return them to Sunshine Supplies for Teachers.**
4. Sunshine Supplies for Teachers is not responsible for determining the appropriateness of materials for your students or classroom. Some available books may contain adult content and it is up to the shopper to decide what to select and how to distribute it.
5. All items in the store are available on a "first come, first served," and "as is" basis. No warranty regarding serviceability is provided or implied. SunshineSupplies for Teachers makes every effort to assure items in the store are in working order; however defective or non working items cannot be replaced or exchanged.

6. Eligible individuals may shop during their scheduled appointment during regular shopping hours once per month. Shopping trips cannot be carried over month to month. If you are not able to shop in a given month, contact your school's liaison to request they pick up items for you.
7. All shoppers must present a teacher badge or photo I.D when they check in.
8. Student teachers may accompany their mentor teacher one time to learn about Sunshine Supplies for Teachers. Please email sunshinesuppliesforteachers@gmail.com if you would like to bring your student teacher with you. Student teachers may complete volunteer opportunities to earn a free shopping trip.
9. You may fill one shopping cart during each visit. If possible, please bring sturdy bags, totes or other containers with you to transport your items to your classroom. We will have some boxes available, but they tend to run out quickly.
10. Item Limits - The quantity available of each item depends on our inventory. If you have a special project and need more than the limit allowed, please see a staff member. We will do our best to accommodate your request to the best of our ability. **Please do not take more than the designated limit. Any shopper found habitually taking more than the limit without permission will be asked to put extra items back and may lose their shopping privileges.**
11. Items obtained through Sunshine Supplies for Teachers may be used for any school activities such as classroom parties and special events, Homecoming, Carnival, Prom, etc.
12. Large items – For safety and liability reasons Sunshine Supplies for Teachers staff and/or volunteers cannot assist in removing large items from the building or assist with loading these items into your vehicle. For your convenience a hand truck is available to help with removal. Any large items reserved during your shopping trip must be removed by the end of that shopping day. If you are unable to take your item with you, please let a staff member know.
13. Cancellation Policy—you will not be punished for canceled or missed appointments; however, please be respectful of other teachers' access to appointments. If you know you are unable to make your appointment, you may cancel and reschedule your appointment via the teacher portal or call 217-791-3120.
14. Special Requests—special requests from teachers for events or large-scale projects will only be considered if the teacher making the request has an account and has shopped at least once during the current school year, comes from a school liaison, or a school leader. We reserve the right to turn down any special request due to our inventory and staff bandwidth.

EXTRA SHOPPING TRIPS

1. **TEACHER LIAISONS** - Each qualified school or program is asked each year to designate one of their eligible staff members as the Teacher Liaison (TL) to help Sunshine Supplies for Teachers to communicate directly and effectively with our members. The Teacher Liaison is provided with one extra shopping trip per quarter that can be used during their monthly shopping trip as a 'double' or can be arranged with a staff member as an extra appointment. We encourage staff to communicate with your liaison about extra items your classrooms may need.
2. **VOLUNTEER TO SHOP PROGRAM** provides teachers the opportunity to shop at Sunshine Supplies for Teachers. It is also a way for registered teachers to engage with our organization and earn additional shopping trips. Teachers may earn up to three extra shopping trips. Teachers who volunteer for at least

four hours are eligible for an extra shopping trip. Any teacher who participates in our Donut Dash 5K as either a volunteer or a runner will also be eligible for an extra shopping trip. Student Teachers may earn a shopping trip by volunteering or participating in our Donut Dash 5K.