



# 2019-2020 School Year Shopping Representative School Form

Please assign up to two representatives (e.g. teacher, guidance counselor, social worker) to **shop at the Free Teacher Supply Store or Pencil Boy Express – The Mobile Free Store**. *Please note: Pencil Boy Online shopping is not available to shopping representatives.* Your two school representatives are eligible to shop a **combined** total of 4 times per month.

**Representatives will not be able to shop until this completed form is on file.**  
**This can change at any time by submitting a new form.**

The school's principal, along with his/her designated shopping representatives, must review and agree to the shopping policies on the attached list.

### School Information

School: \_\_\_\_\_  
Principal: \_\_\_\_\_  
Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ x \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### Representative A Information

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
OCPS ID #: \_\_\_\_\_

### Representative B Information

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
OCPS ID #: \_\_\_\_\_

**We, the undersigned, agree to A Gift For Teaching's shopping policies:**

\_\_\_\_\_  
Principal (Print Name)

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Representative A (Print Name)

\_\_\_\_\_  
Representative A Signature

\_\_\_\_\_  
Representative B (Print Name)

\_\_\_\_\_  
Representative B Signature

**Shopping may begin once the completed form has been returned to A Gift For Teaching:**

- Hand deliver to the Free Store for entry during first shopping visit
- E-mail to [FreeStore@agiftforteaching.org](mailto:FreeStore@agiftforteaching.org)
- Fax to (407) 318-3124, Attn: Operations

**For AGFT use only:** Date Entered \_\_\_\_\_ By \_\_\_\_\_

- ☑ All items distributed through AGFT are for student and classroom use only. Items are to be used for the benefit of your students and may not be taken for personal use or for your own children.
- ☑ Guests and children of any age may not accompany you inside the Free Store, no exceptions. We apologize for any inconvenience.
- ☑ A photo ID is required to shop. OCPS ID preferred.
- ☑ Teachers are responsible for bringing reusable bags or boxes to load supplies.
- ☑ Refrain from cell phone use during check-in and check-out.
- ☑ Food or drinks are not permitted in the store.
- ☑ All items are distributed in good faith and are “as is.”
- ☑ Select items are restricted by grade level and may not be on your shopping sheet.
- ☑ A Gift For Teaching reserves the right to take photographs and/or video during shopping visits and other events. We have the right to use these photos and videos without notice or permission.

**TEACHER SHOPPING HOURS**

**Tuesday – Wednesday – Thursday**

**2:30pm to 6:00pm**

*Free store closes promptly at 6:30pm*

**Saturday**

**8:30am to 12:00pm**

*Free store closes promptly at 12:30pm*

For complete information please visit [www.agiftforteaching.org/teachers](http://www.agiftforteaching.org/teachers)

*Any abuse of our shopping system will result in revocation of shopping privileges. We reserve the right to share any shopping information with your school administrator(s).*

**A Gift For Teaching**

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