

MAILING ADDRESS:

1643 B Savannah Hwy. Box # 349

Charleston, SC 29407



Our Mission is to serve children in the tri-county area in meeting their educational and creative needs by providing free supplies donated by businesses and individuals.

Shopping Guidelines

2018-2019 School Year

IMPORTANT: Cancellation Policy

- **If you need to cancel your appointment, please let us know as soon as possible. You can call (843)714-0234 or email info@teacherssupplycloset.org.**
- **Due to supply and demand for shopping appointments it is imperative that, if you have to cancel your appointment, you contact TSC no less than 24 hours prior to your appointment.**
- **OR send another qualified teacher (who has not shopped this school year) in your place.**
- **Please send us the replacement teacher's name, email and cell phone #.**
- **Failure to comply with this request will result in loss of shopping privileges the next year.**

WHO qualifies? Full-time teachers who teach at eligible schools may shop at the Teachers' Supply Closet. All new teachers will receive a brief orientation before shopping.

WHAT can I get? The Teachers' Supply Closet is stocked with basic school supplies such as pencils, pens, paper, notebooks, rulers, glue sticks, scissors, markers, copy paper, desk accessories, novelty items, tape, binders, pocket folders, and file folders. Most items in the store are new.

WHEN can I shop? Appointments can be scheduled via our 3cFreeStore – <http://teacherssupplycloset.3cfreestore.com/Teacher/TeacherServices>. Appointments can be scheduled at 4:00, 4:30, 5:00, and 5:30PM on scheduled shopping days. You can shop for **45 minutes**. Teachers may shop ONCE per semester and a current photo school ID is required.

WHY? To help you help your students reach their full potential.

WHERE? **We are located at Garrett Academy, 2731 Gordon Street, North Charleston, SC 29401**

Teachers agree to:

- Write a thank you note and have their students write thank you notes. Mail to the address at top left of this sheet. Every donor receives a TSC thank you letter with a child's note attached. These notes help keep the store shelves stocked with supplies.
- Complete and return a shopping survey via our website or mail a hardcopy to address above.
- Only use supplies for the students in their classrooms. Each shopper will complete and sign a check-out form indicating that all items are for school use only.
- Shop in our store with no companions. **DUE TO SPACE CONSTRAINTS, WE CANNOT ACCOMMODATE CHILDREN OR OTHER GUESTS. (NO EXCEPTIONS).**