



The Supply Zone for Teachers, a service of Brevard Schools Foundation, is a store that distributes **free** school supplies to teachers for use in the classroom. The Supply Zone serves Brevard Public Schools with an emphasis on schools with the most students participating in the Free and Reduced Lunch Program. It is centrally located at the Clearlake Education Center, 1225 Clearlake Rd, Cocoa FL 32922.

### **Supply Zone for Teachers Shopping Policies**

- All items taken from the Supply Zone are for **student and classroom use only**. Supplies are not for the use of your own children or personal use outside of the classroom.
- Please respect store hours. Each eligible school has specific dates on which they are invited. Please refer to the Shopping Schedule for your school's dates. On shopping days, hours are limited to 2:30 PM – 6:30 PM. **Check-in closes promptly at 6:00 pm.**
- All items are distributed in good faith and are “as is.” Please do not return any damaged or defective items to the Supply Zone or donor company – please recycle or discard them.
- Quantities are limited. So that we can have supplies available for all teachers, please respect item quantity limits as stated on shelf tags next to products and on shopping sheets.
- A photo ID is required each time you shop. Please check in at the front desk upon your arrival. Your school ID is preferred. If you do not have a school ID yet, another form of photo ID is required.
- For liability reasons, **please do not bring your children into the store.**
- Please respect our staff and adhere to all safety standards. We have a very small team and depend on our volunteers, so we ask that you always treat them with courtesy. No cell phone usage during check-in and check-out.
- If you take a shopping cart out of the facility, you must bring it back. **Shopping carts must not be left in the parking lot.**
- The Supply Zone does its best to monitor type and appropriateness of product placed in the store. However, due to the amount of product being distributed, The Supply Zone asks that teachers please monitor all products before being distributed to students or placed in the classrooms.
- Thank you notes/cards help keep our shelves stocked with supplies and let our donors hear from you and your students. Please send thank you notes to The Supply Zone, c/o Clearlake Education Center.

**Shopping privileges may be revoked for abuse of our shopping system or for other infractions. We reserve the right to share any shopping information with your school administrator(s).**