



Sample Email to Teachers about Shopping Opportunities

It's that time of year again; come get your free school supplies-See info and schedule below:

The Supply Zone, a service of the Brevard Schools Foundation, is a resource center where teachers can pick out **FREE** school supplies for their students and classrooms. You can learn more here: <http://brevardschoolsfoundation.org/programs/supply-zone-for-teachers>.

- Each employee who is classified as “instructional” is eligible to shop. This includes guidance counselors, Exceptional Education teachers, Head Start teachers, and anyone else who is coded as “instructional staff.”
- Teachers may shop at the Supply Zone once a semester-either online or in the store. Teachers must shop only during the days that are designated for their school. Exceptions must be approved by Pam Lyons at Lyons.Pamela@Brevardschools.org.
- The Supply Zone is located at Clearlake Education Center (formerly Clearlake Middle School), 1225 Clearlake Road, Cocoa.

INSTRUCTIONS TO SHOP

DO THIS FIRST

1. **Shopping Link**– Use this link to sign on:
<https://teachersfreestore.com/Brevard/ttlogin.aspx>
DO NOT CREATE AN ACCOUNT
2. **Username** – Your username should be your email. *In theory, all teachers from your school should be uploaded in the system, but it's always possible that we accidentally missed someone. If you cannot sign on with your email, please contact us so we can fix this. (See Note below)*
3. **Password**– The first time you log in, your password should be: **freestore**. After logging in the first time, you can and should go to your profile page and change it to something personalized.
4. **Agree to Guidelines**– First, you must read and agree to our shopping guidelines.
5. **Update Profile**– After accepting the shopping guidelines, please visit your profile page and correct/update the information listed below:
 - a. First Name
 - b. Last Name
 - c. Email
 - d. School
 - e. Job Category (you may not find a perfect fit, so just pick the option that is closest to what you do)

- f. Grade Level (this form field may not be provided at the time you log on (IT is trying to fix). But if it is...and if you cover more than one grade level, then pick the option that most of your students fall into)
 - g. Class Size
6. **Shopping online**-- Click blue button, select one of the following prepackaged supply kits K-1, 2-6, or 7-12. For online orders: Please be patient with your orders as they are filled by volunteers and delivered by BPS Warehouse staff.

TO SHOP IN THE STORE

Shopping at the stores provides you with access to the largest variety of school supplies **PLUS** new books and classroom book sets, hygiene items, clothing, cleaning products, STEM items, art supplies, incentives, and a variety of bonus products. Just show up with ID on your assigned dates. **You can no longer shop for other Teachers.**

Schools	In-store Options	Online Options
G1: Madison MS, Johnson MS, Stone MS, Jackson MS, Discovery Elem, and Palm Bay Elem	Tuesday, September 9, 2025, or Thursday, September 11, 2025. Check in between 3:00 pm and 6:15 pm.	Order a kit any time between August 25-August 29, 2025
G2: Palm Bay Magnet, McNair MS, Turner Elem, Columbia Elem, and Lockmar.	Tuesday, September 16, 2025, or Thursday, September 18, 2025. Check in between 3:00 pm and 6:15 pm.	Order a kit any time between August 25-August 29, 2025
G3: Riviera Elem, Port Malabar, Jupiter, Mims, and Christa McAuliffe Ele	September 23, 2025, or Thursday, September 25, 2025. Check in between 3:00 pm and 6:15 pm.	Order a kit any time between August 25-August 29, 2025

TO SHOP ONLINE

You'll receive a pre-packaged kit with an assortment of school supplies based on grade level. This kit will be delivered to your school. However, the **online selection is limited to school supplies only.**

To get all bonus items, you must visit our store.

Please note that you won't be able to access the shop online until your shopping date.