

# Classroom Central



## Shopping Policies

By shopping with Classroom Central, you understand that all items received are to benefit the school, student, and the classroom only. Items may not be sold, bartered, or traded in accordance with IRS regulations and 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).

All items distributed are in good faith and are “as is”. Eligible staff includes full-time teachers, facilitators, counselors, media specialists, after-school coordinator, principals, assistant principals, and deans. At this time support staff (teacher assistants, administrative staff, student teachers, substitute teachers, custodians and positions assigned to other departments) are not eligible to shop.

You may shop **one time per month** utilizing one of our programs outlined below:

### **Free Store:**

- A photo ID is required at check-in, school ID preferred.
- If you can't make your appointment and want to send someone to shop for you, the proxy authorization form **must** be completed and signed prior their arrival. Please see FAQ on Classroom Central web page for form.
- No guests can accompany shoppers.
- No food or drinks are allowed in the store.
- Cell phone use should be minimal.
- For safety purposes, no children are allowed in the store.

### **Classroom Up Policies (CMS ONLY):**

- All orders must be placed during the specific shopping dates (see Teacher Page for ordering dates).
- Orders can only be placed by the recipient.

### **Mobile Free Store (CMS, Gaston, Kannapolis, Union, Iredell-Statesville & Lancaster)**

- All registrations are made via teacher's account online.
- All appointments are first come, first serve.
- If you can't make your appointment and want to send someone to shop for you, the proxy authorization form **must** be completed and signed prior to their arrival. Eligible school employees only may shop as a proxy. No friends or family members which include spouses.
- Shoppers must bring bags, boxes, wagons, or AV carts to use during scheduled shopping appointment.