

# 2023-2024 Tools for Schools Resource Center

## Policies and Guidelines

Harford County Public School staff members who have completed the registration process and utilize the resources provided by the Tools for Schools Resource Center agree to adhere and understand the following shopping procedures and guidelines:

- I have reviewed the Information Sheet and attest that I am currently employed by Harford County Public Schools.
- I agree to check in at the front desk and provide my School ID .
- Only registrations using **HCPS email addresses** will be acknowledged. Using a personal email address will void the registration.
- Shopping must be completed during your scheduled 30 minute time. Teachers may be denied entry to the Tools for Schools Resource Center if they, arrive early, do not arrive in a timely manner, and/or if there isn't adequate time to shop during their designated time slot due to limited space.
- All items are for students, classroom and instructional use only for this school year.
- All items are distributed in good faith and are "as is." Harford County Education Foundation is not responsible for merchandise after it leaves the premises.
- Bring shopping bags or totes.
- If there is low stock on a specific school supply, maximums maybe instituted.
- If you register and can no longer attend, please cancel your reservation so a teacher on the waitlist can attend. An email from Eventbrite will have a link.
- There are no returns or exchanges.
- Harford County Education Foundation 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.

**By registering to shop, you agree to these guidelines. Thank you for helping us make this a great experience for all teachers!**

# TOOLS *for* SCHOOLS

