



TEACHERS' WAREHOUSE PARTNERS-IN-EDUCATION (PIE) PROCEDURE

Responsible: Office of Business and Financial Services, Purchasing Department, Distribution Warehouse

PURPOSE

This administrative procedure establishes the process by which the Teachers' Warehouse processes daily donations to its Partners-In-Education (PIE) location and works with "shoppers" in the Washoe County School District ("District" or "WCSD").

PROCEDURE

1. The WCSD's Teachers' Warehouse is a PIE program supported by the Education Alliance of Washoe County ("Education Alliance" or "EA"). Business and community organizations partners with schools to provide resources/materials to help schools succeed. Schools are supported by means of donations.
 - a. Typical and most "acceptable" donations include but, are not limited to office and classroom supplies, art and craft supplies, books, teacher resources including instructional materials, and office furniture.
 - b. The Teachers' Warehouse is not able to accept donated items that include, but are not limited to, electronics, hazardous materials, or damaged items that could be a safety hazard when used.
2. The Teachers' Warehouse is assigned an employee classified as a Material Handler/Driver 1 who works in both the Teachers' Warehouse and the WCSD Distribution Warehouse under the direction of the Warehouse Supervisor as part of the Purchasing Department. The assigned employee coordinates throughout any workday with possible donors to determine what products can be accepted and when the donation can be picked-up or dropped off.
 - a. Standard hours of availability for customer service phone calls to the Teachers' Warehouse are Monday and Friday between 7:00 am – 3:30 pm (local time) and Tuesday through Thursday between 8:30 am – 5:30 pm (local time).
3. Donations are accepted on a case-by-case basis and may be declined because of space constraints in Teachers Warehouse.
4. Donations are scheduled for pick-up during the morning hours on Tuesdays, Wednesdays, and Thursdays only. Drop-offs can be completed anytime during the warehouse's open "shopping" hours of 3:00 pm to 5:30 pm on Tuesdays, Wednesdays, and Thursdays, or by appointment.

5. All 501(c)3 organization donations must have a receipt completed for those donors requesting a tax record.
6. The Teachers' Warehouse is open to WCSD employees and affiliated charter schools for shopping Tuesday through Thursday from 3:00 pm to 5:30 pm.
7. When shoppers have completed shopping, they are to complete an EA's Shopper Tracking Sheet for the Teachers' Warehouse available at the front reception desk of the warehouse. This information is analyzed to determine what items are in demand.
8. End-of-Year (EOY) Inventory is completed on the last workday (Monday – Friday) of June for the close of each fiscal year.
 - a. The Teachers' Warehouse is closed for the last two (2) weeks of June each year in order to prepare for the EOY inventory process. As part of this process, all "like" items are placed together and all broken items are purged.
9. "Teachers' Appreciation Day" is a WCSD advertised event held once a year and is hosted at the Teachers' Warehouse.
 - a. A specific "donation day" is scheduled one week in advance of the event at the Teachers Warehouse, 380 Edison Way location. All donations are then stored until the day of the event and are set up for display.
 - b. On Teachers' Appreciation Day, all teachers are invited to shop and participate in a drawing, which is generally held during the warehouse shopping hours of 3:00 pm to 5:30 pm. Community media is welcome to attend.
10. "Run For Education" is a once-a-year event generally held on a Sunday in the fall in an outdoor location and hosted by the Education Alliance.
 - a. Teachers' Warehouse personnel are responsible to provide support by delivering WCSD items as needed.
 - b. Truck(s) from EA and the Distribution Warehouse are used to carry all necessary equipment. The trucks are loaded on the Friday before the event and driven to the specified location.
 - c. Teachers Warehouse personnel are scheduled to work on the day of the event and responsible for moving the trucks around, unloading and loading them back up again to take back to their original location.

DEFINITIONS

1. Internal Revenue Service (IRS) 501(c)3 Organization – United States tax-exempt nonprofit organization, whereby a nonprofit organization is exempt from federal income tax if its activities have the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, fostering amateur sports competition, or preventing cruelty to children or animals.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. WHS-W421, Teachers' Warehouse Shopper Tracking Work Instruction

REVIEW AND REPORTING

1. This procedure will be reviewed as part of the bi-annual audit of the District's governing documents in odd-numbered years.

REVISION HISTORY

Date	Revision	Modification
1/03/2019	1.0	Adopted