

SEMINOLE COUNTY PUBLIC SCHOOLS AMAZON BUSINESS TEACHER CLASSROOM SUPPLY PROGRAM

This document will provide you with the information needed to ensure a successful experience with the Teacher Classroom Supply Program. As in past, Section 1012.71, Florida Statutes, "The Florida Teachers Classroom Supply Assistance Program," governs this program and provides the guidelines to be followed by all parties involved to ensure adequate accountability and proper use of public funds.

Program Description and Eligibility

The Florida Teachers Classroom Supply Assistance Program was established to help offset the cost of supplemental materials and supplies that most classroom teachers would incur on their own. Section 1012.71, Florida Statutes, indicates that eligible instructional personnel must be employed by the District on or before September 1 of each school year. The following instructional staff are eligible to participate in this Program:

1. Classroom teachers. A "classroom teacher" is defined as a certified teacher employed by a public school district (or a public charter school in that district) and funded through the Florida Education Finance Program (FEFP) and whose full-time or job-share responsibility is classroom instruction of students in Pre-K through Grade 12.
2. Full-time media specialists and certified school counselors serving students in Pre-K through Grade 12 whose positions are funded through FEFP.

How to Participate

If you choose to participate, we need a signed and dated statement from you that covers the following (this form will be provided electronically by the District):

1. You acknowledge receipt of the funds and agree to the Acceptable Use Guidelines provided below.
2. You agree to keep receipts for no less than 4 years to show that funds expended meet the requirements of Section 1012.71, Florida Statutes, and return any unused funds to the district school board at the end of the regular school year. The unused funds will be deposited into the School Advisory Council account of the school at which you were employed when you initially received the funds or deposited into the Florida Teachers Classroom Supply Program account of the school district in which a charter school is sponsored, as applicable.

Your acknowledgement of the responsibilities outlined in items 1 and 2 above and in the Acceptable Use Guidelines below is required by the Statute.

Note: The new program is structured to help you manage your responsibilities for tracking receipts, spending within the program guidelines, and returning funds through your Amazon Business Account.

Allocation of Funds

Once we receive your electronic acknowledgement on the use of funds through the District portal, you will receive a separate email to setup your Amazon Business Account. After you successfully activate your Amazon Business account, your initial allocation of funds will be released shortly thereafter. Each teacher will receive a proportionate share of the total amount allocated to the District. This amount may be adjusted by mid-September when all program participants are known.

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Acceptable Use Guidelines

One key responsibility that comes with your participation in the Teacher Classroom Supply Program is making sure your purchases comply with Florida Statutes. Here are some Do's and Don'ts to help you carry out that important responsibility.

General Rules under the Florida Statute

- The funds appropriated are for classroom teachers to purchase classroom materials and supplies for the students assigned to them.
- The purchase of equipment is expressly prohibited under the statute.
- The Statute indicates that the supplies must be supplementary to those otherwise available to you.

Do's

You may purchase consumable and non-consumable items that are used for educational purposes by teachers in classroom activities that may include but are not limited to:

- Paper, pencils, workbooks, notebooks, manipulatives, supplementary books and resources.
- Laboratory supplies, e.g., photography materials, chemicals, paints, bulbs (both light and flower), thread, needles, bobbins, wood, glue, sandpaper, nails, and automobile parts.
- Laminating supplies, chart paper, art supplies, and mounting or framing materials.
- Inexpensive musical instruments, music supplies, sheet music.
- Inexpensive physical education supplies: balls, cones, jump ropes.

Don'ts

Teacher Classroom Supply Funds should not be used for purchases (1) that don't meet the spirit of the statute; (2) that would be considered an inappropriate use of public funds by a reasonable person; or (3) for which the District does not receive direct benefit. These types of purchases may include but are not limited to:

- Personal items or services for self/family or students, e.g., phone/internet/fax service; meals, food, and beverages; alcohol and other controlled substances; entertainment; backpacks, laptop bags/cases/covers, clothing, personal memberships/subscriptions, professional dues.
- Gifts (including gift cards).
- Furniture, e.g., chairs, desks, lamps, rugs/mats, pillows.
- Classroom equipment, e.g., laminators, printers, label makers, diffusers, air purifiers, fans, space heaters, technology of any kind (includes software), etc.
- Student incentives, awards, or reinforcements; or party supply items.
- Personal protection supplies, e.g., bandages, sanitizers, tissue, essential oils, air fresheners, masks, etc.

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Other Important Information

- *Transaction Monitoring* – Although the new Amazon Business Account is designed to automatically verify whether your purchase is a qualifying purchase, you may be asked to explain the rationale of the purchase, if audited.
- *Property Ownership* – The funds and supplies purchased with the funds are the property of Seminole County Public Schools. Employees do not personally own materials purchased with designated public funds.
- *Sales Tax* – The Amazon Business account is set up to apply the District's tax exemption, however, attention should be given during the checkout process to ensure that the tax is not charged.
- *Accidental Purchases or Purchases in Excess of Teacher Classroom Supply Funds* – In the event of an accidental purchase, the teacher needs to return the product for credit and repurchase using the proper form of payment.
- *Monitoring Teacher Account Balances* – Each teacher is responsible for monitoring his/her Teacher Account, which is provided through your Amazon account.

End of School Year Deadline

Teacher Classroom Supply funds will be available to be spent up until March 31st of each school year.

Customer Support

Amazon Business Customer Service – (888) 281-3847 or <https://www.amazon.com/help>

Seminole County Public Schools:

Purchasing Department – 407-320-0057

Finance Department – 407-320-0055