



### What is the Ocean Bank Center?

The Ocean Bank Center for Educational Materials (OBCEM) is a distribution center that accepts donations of excess inventory, remnants, and surplus supplies from companies which then are donated to Miami-Dade County Public Schools (M-DCPS) classrooms. Students benefit by having the materials they need for their lessons and businesses benefit through a tax deduction on goods donated. The Center is funded by Ocean Bank. To date, more than 600 companies and private individuals have donated \$5.4 million of materials benefiting thousands of M-DCPS classrooms.

### Instructions to Obtain a Pass for a Visit to the Ocean Bank Center

Full time teachers & current year PTA/PTSA Presidents in the Miami-Dade County Public Schools are eligible to visit the Center. To obtain a pass for a visit to the Ocean Bank Center for Educational Materials please follow the instructions listed below.

1. Since you are entitled to visit every 6 months, you may request a pass two weeks prior to the 6-month period. You must return the completed Evaluation Form from your previous visit, if you haven't already mailed it in.
2. You have three options for applying for the pass (Option A -applying on line- is the QUICKEST + EASIEST):
  - A) Go to our Web site at <http://www.educationfund.org/programs/oceanbankcenterforeducationmaterials/> and fill out the application for a pass on line.
  - B) Fill out this form and fax it to Gerry Scally at 305-892-5096.
  - C) Fill out this form, **enclose a self-addressed, stamped envelope** and mail to: The Education Fund, Attn: OBCEM, 900 NE 125<sup>th</sup> Street, Ste. 110, North Miami, FL 33161
3. If you are a PTA/PTSA President, you will need to bring a letter on your school's stationary stating your name and that you are the President for the current year. The letter should be dated and signed by the Principal.

### Please complete the following:

Your Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Your School: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: FL Zip Code: \_\_\_\_\_

E-mail: \_\_\_\_\_ FAX: \_\_\_\_\_

Date of your last visit: \_\_\_\_\_

### Specify ( 1, 2, 3) your preference for a day of the week you can visit the OBCEM:

\_\_\_\_\_ Wednesdays 2:00 pm – 6:00 pm

\_\_\_\_\_ Thursdays 3:00 pm – 7:00pm

\_\_\_\_\_ Saturdays 9:30 am – 1:00 pm

We are usually prompt, but it can take 3 – 5 weeks to process your request. We will send you a pass for the next available day.