

The Teacher Resource Sale Planning Sheet

Browse before the sale, buy during it. One page to fill in now so that when a sitewide sale opens you spend two minutes and a set budget instead of an hour and a full cart.

A sale is not a reason to buy things you do not need. The discount does nothing if the resource sits in your purchases tab until June. Fill in the budget line first.

Step 1 — Set the budget before you look at anything

My ceiling for this sale	\$	Decided on (date)	
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A sale is designed to make you feel like you are saving money. You are still spending money. Write the number down before you browse, not after.

Step 2 — The wishlist, built on a quiet weekend

One row per item. The middle column is the test: what problem does this solve *this semester*? If you cannot fill that in, do not add the row.

Resource and seller	The problem it solves this semester	Full price	Seller sale? Y / N

Step 3 — Do the arithmetic before checkout

	Worked example	Mine
Full price	\$10.00	
After the seller's store discount (up to 20%)	\$8.00	
After the platform promo code (5%)	\$7.50	
Saved	\$2.50 — 25% off	

Twenty-five percent is the ceiling on a sitewide sale: up to 20 percent from the seller, who opts in store by store, plus 5 percent from the platform promo code, which only applies if you type it in. Any third-party site advertising 40, 50 or 60 percent off is outdated, fabricated, or after your email address.

Before You Check Out

Four checks that cost nothing, one sorting rule, and the question about who pays that most teachers never ask.

The four-check list

1	Is the seller actually running a sale?	Participation is optional, store by store. If they are not in, the promo code alone gets you 5 percent — still worth it on an expensive bundle, not worth planning around.
2	Have you left feedback on past purchases?	Feedback credits stack with the sale and the code. Go back and rate what you already bought before the sale opens.
3	Is it in the cart, or on the wishlist?	Browse before, buy during. Opening a prepared wishlist takes two minutes. Browsing during a sale takes an hour and costs more.
4	Are you under the budget line from page one?	If not, take something out. That is what the line is for.

Worth it, or skip it

Worth it	Skip it
Year-long bundles and curriculum sets — the highest sticker price, so the discount saves the most.	Resources for courses you might teach someday. "Might" is not a plan.
Emergency sub plans matched to your grade band and subject, bought before you need them.	Anything you could build in twenty minutes. A generic opener deck is not worth four dollars at any discount.
Project templates and rubrics you will adapt to your own standards.	One-page forms you can make yourself, and paperwork that sells hard in conference season.
Spiral review and formative assessment sets you already know you will use.	Decorative posters, themed clip art, holiday busy work. If it does not help a student learn, the sale price is still too high.

The question worth asking your administrator

Most teachers pay for this themselves and never ask whether the school will. Purchase orders are a real payment method on the platform: a signed purchase order from an administrator plus the platform's quote form, a **\$100 order minimum**, a \$2.99 processing fee, and an invoice to your school's billing contact due in thirty days. It is worth one email before you spend your own money.

Honest limit: the platform's own help documentation does not say whether sale discounts and promo codes apply to a purchase-order order. If that matters to your total, ask their purchase-order team before the sale, not during it.

The one email I am sending, and to whom

Name the resource, the total, and the date you need an answer by. A vague ask is an unanswerable ask.
