



Tampa Bay Times Newspaper in Education Frequently Asked Questions

General Questions

➤ **What is NIE?**

The Tampa Bay Times Newspaper in Education (NIE) program is a cooperative effort between schools and Times Publishing Company to promote the use of newspapers as an educational resource.

➤ **What does the NIE program do?**

NIE provides schools with class sets of the *Times*, plus award-winning curricula, online resources and professional development workshops, at no cost to teachers or schools.

➤ **Who pays for the cost of the services?**

The *Times* absorbs delivery costs of newspapers as well as a percentage of the print costs; the rest of the newspaper cost is paid for through the sponsorships of generous community-minded companies, government agencies, foundations and individuals. The NIE program is tasked with raising money to pay for the newspapers, curriculum and workshops provided to teachers.

➤ **Who is eligible to receive free print and digital copies of the Times through the NIE program?**

Instructors teaching accredited educational classes who are interested in using the *Times* in a classroom setting, as part of the curriculum, may order copies of the newspaper through Newspaper in Education at no cost to them. Instructors of degree seeking classes in kindergarten through college at public, private, alternative, charter and home schools are eligible.

➤ **Why do we need to submit a verification/affidavit every year?**

The *Times* is audited annually by the *Alliance for Audited Media*. In order to continue to provide free newspapers to schools, NIE must adhere to the guidelines, which require us to show that teachers requested and used the newspapers that were provided to their classrooms free of charge. Teachers who do not sign their affidavits may be required to pay for the newspapers sent to the schools. In addition, educators who do not sign their affidavits also risk putting all orders for their school on hold until further notice.

Ordering Newspapers

- **How do I request newspapers for my classroom?**
Go to tampabay.com/nie. Click the “Sign up here” button. If you received print or digital copies of the *Times* during a previous school year, you will be required to verify that order before requesting newspapers for the following school year. Please pay special attention when entering your email address on the form. Orders with invalid email addresses may be rejected.

- **Once I sign up, will my order automatically be placed?**
The *Times* is proud to provide print editions of the newspaper to teachers. However, the number of print copies available will be limited, so we can serve as many teachers as possible.

- **Can I order one or two copies for my classroom?**
All newspapers must be used in classroom settings for educational purposes. Newspapers cannot be requested for the front office or lunchrooms. At the end of the school year, you will be required to electronically sign an affidavit confirming you have received the newspapers and used them for educational purposes. The Tampa Bay Times NIE program is governed by the Alliance for Audited Media. The auditor has determined a class set of newspapers is five, which is the minimum order that can be placed on any given day.

- **Is there a start and stop for when we can place orders for the following year?**
The newspaper ordering process usually begins in May and continues through the beginning of the school year. Once we have reached our budget limit of print newspapers for the year, we will no longer take print orders. Electronic orders can be placed at any time. Orders are processed on Wednesdays to begin the following week.

The Electronic Edition

- **What is the electronic edition?**
The electronic edition is a digital replica of the print copy edition of the *Times*.

- **How can my students and I access the electronic edition of the *Times*?**
A user name and password are required to view the digital edition. During the school year, some schools will receive one user name and password via the school media specialist. Check with your media specialist if you are in Hillsborough or Pinellas counties. Teachers may sign up for the electronic edition on the NIE website, tampabay.com/nie. The user name and password will be sent to you by e-mail from Tecnavia.

Delivery

➤ **When are newspapers delivered to schools?**

Newspapers are delivered in bulk to schools between 4:30 and 6:30 a.m. Newspapers are bundled and tied with a sheet on top that lists the teachers and the number of newspapers each teacher has ordered. Please contact us by 9:30 a.m. for redelivery. Please email ordernie@tampabay.com to report delivery issues.

➤ **When are the Sunday papers delivered to my school location?**

Sunday newspapers are delivered to Pinellas and Citrus county schools on Tuesdays. All other Sunday deliveries (Hernando, Hillsborough and Pasco counties) are delivered on Wednesdays.

➤ **Why don't the start and stop dates for print newspaper deliveries follow the school calendar?**

In order to be able to provide print newspapers for as many teachers as possible, we have limited the number of weeks the print papers are delivered. The delivery calendar for the 2019-2020 school year is located under the [Resources tab](#).

➤ **How do I find out about the print and electronic delivery schedules for NIE?**

The link to view the NIE delivery schedule is posted under the [Resources tab](#) on our website at tampabay.com/nie.

➤ **Do you provide print and digital newspapers during the summer months for summer school or year-round schools?**

Yes, NIE does service year-round schools. Please select "Our school is a year-round school" when filling out the registration form, and contact us at ordernie@tampabay.com to let us know the dates of your classes.

Delivery Issues

➤ **What do I do if I placed an order for the electronic edition, but I never received my password?**

The user name and password are sent to you by e-mail from Tecnavia when the account begins. If you did not see the email, check your spam or junk email box. If you still cannot find the email, contact ordernie@tampabay.com and ask for the user name and password. Be sure to tell the customer service person your name, school and the email address you placed the order with.

- **How do I report a delivery issue?**
Please email ordernie@tampabay.com to report delivery issues. School newspapers are delivered between 4:30 and 6:30 a.m. Please contact us by 9:30 a.m. for redelivery.

- **What if I placed an order, but I have not received newspapers?**
First check with the main office at the school to make sure your name is on the bundle label that comes with the newspapers currently delivered to the school. Then, email ordernie@tampabay.com to inform customer service you are not receiving newspapers. Be sure to tell the customer service person your name, school and the email address you placed the order with.

- **How do I change the location where the newspapers are being delivered?**
Email ordernie@tampabay.com. Be sure to tell the customer service person your name, school and the email address you placed the order with. Keep in mind that school newspapers are delivered between 4:30 and 6:30 a.m.; therefore, newspapers cannot be delivered inside the school or locked gates.

Teaching Resources

- **Do you have teaching resources to use with the newspaper?**
Yes, we have several different types of resources on our website, tampabay.com/nie. Please check out the variety of multimedia sources available under the [Resources](#) and [Calendar](#) tabs. The lessons under the Resources tab are updated weekly, while the Calendar resources are updated monthly.

- **What are curriculum supplements?**
A NIE publication, or curriculum supplement, is an educational publication that is used to supplement your lesson plans. NIE publications discuss many subjects and correlate to Florida Standards. To view the supplements available for order, go to tampabay.com/nie, and click on the [Curriculum](#) tab in the navigation bar. The publications are listed by subject. To order supplements still available in print, email ordernie@tampabay.com.

- **Who decides the content for curriculum supplements?**
Newspaper in Education, in collaboration with sponsors and partners, decides the content for our supplements. The NIE team is open to curriculum suggestions. If you have ideas about grant opportunities, sponsorship possibilities or curriculum subjects, email ordernie@tampabay.com!

Supporting NIE

➤ **How does the community support NIE?**

The *Tampa Bay Times* pays for all administrative costs as well as a percentage of the cost of the newspapers and delivery of those newspaper coming to your classroom. The remaining costs are paid for in the following ways:

- Corporate sponsorship
- Classroom sponsorship
- Individual gifts
- Vacation donations
- Donations from newspaper bills
- In-kind gifts

➤ **How can I support NIE?**

The average cost of sponsoring a classroom is \$300, but every little bit helps.

You can help in the following ways:

- Go to tampabay.com/nie and click on [Sponsor a Classroom](#).
- Access your account online on tampabay.com.
- Donate when you pay your newspaper bill
- Donate your newspapers when you go on vacation

For more information about ways to support NIE, go to tampabay.com/nie, and click on Support NIE in the navigation bar or email sbedry@tampabay.com. Newspaper in Education also holds several fundraising events annually. Keep an eye on our website for details!

Other Questions

Who are the NIE staff and how do I contact them directly?

- NIE customer service: e-mail ordernie@tampabay.com
- Jodi Pushkin, manager: email jpushkin@tampabay.com
- Sue Bedry, development specialist: sbedry@tampabay.com