



INVOICE

The Resource Center Membership
Annual membership
\$280.00 per individual*

Payment is due prior to July 1

Please make checks payable to The Resource Center

* The annual membership is \$280.00 per individual.

Each individual must have a signed and completed registration form
along with a paid membership prior to visiting the TRC.

We are no longer able to accommodate volunteers or unregistered guests.



Organization Membership Registration

(annual membership begins July 1)

Organization Name _____

Organization Address _____

Phone Number _____

Fax Number _____

Director's Name _____

E-mail _____

- Work done in the Center is for your Organization only
- You may not use materials or equipment for other individuals or groups
- Children are not permitted in the TRC; please make other arrangements while you are working
- Raw materials may NOT be taken out of TRC i.e. poster board, construction paper, file folders. Please complete all projects on site.

-----**Approved Member**-----

Member Name _____

Email _____

Home Address _____

Phone _____

I have reviewed the rules and policies for membership and agree to abide by them. I understand that failure to comply with them could result in the revocation of my membership with no refund.

Member's Signature _____

Director's Signature _____

Date _____

OFFICE USE ONLY:

Date _____

Check # _____

Amount \$ _____



General Information

The Resource Center is a membership organization.

Membership is granted to employees of member schools and to individuals paying the annual membership fee. We are located in downtown Cartersville for easy access for our members.

Hours of Operation

August to May

8:00 a.m. – 6:00 p.m.	Monday – Thursday
8:00 a.m. – 4:00 p.m.	Friday
9:00 a.m. – 1:00 p.m.	Saturday

Summer and Christmas Break

8:00 a.m. – 4:00 p.m.	Monday – Friday
Closed	Saturday

Holidays

The TRC will be open year round except for the following:

New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving (Thursday and Friday), Christmas Day (Thursday and Friday).

The TRC will be closed on Saturdays preceding and/or following a holiday.

Staff

Kim Kappel, Director kimk@bartowtrc.org

Debra Payne, Member Support

Pam Hilley, Member Support

Susan Wilson, Member Support

Cherie Finger/Andrea Samples, Member Services

Brenda Wilson, Member Support

Joyce Findley, Member Support

Membership at The Resource Center (TRC) provides a number of benefits

- On-site support services by professional staff
- Open access to TRC materials, supplies, workshops, and training sessions
- Curriculum materials, periodicals and workspace to facilitate lesson planning and research
- Displays which highlight seasonal, curricular ideas and projects
- "Check out" privileges include posters, equipment, VHS/DVD and theme kits
- A computer lab with internet access and user-friendly software
- Lamination, binding, and related services useful in completing classroom projects
- A congenial atmosphere for members to interact and exchange ideas



Rules and Policies

-----**Please read carefully**-----

- **Please have your school identification with you.**
- Always sign in and out at the front desk. Be sure to note your organization and date.
- **Only members registered by the organization's director may use the Center.** We are no longer able to accommodate volunteers for private members (name substitutions may be made after 6 months, only by the Director).
- **Children are not permitted in the Center.** This rule is instituted for the safety of the children and for the efficiency of those working in the Center. Numerous pieces of equipment pose potential safety hazards and the TRC staff cannot accept liability for the safety of children in the building.
- Ask staff members if you need assistance/instruction in the operation of equipment or help in locating specific materials.
- Laminators, copy machines and other equipment will be shut down ten minutes before closing time. Please be considerate of our staff by completing your projects in a timely fashion.
- Lamination of projects is part of our service. Nothing with metal can be laminated. (Example: envelopes and file folders with brads; glitter or other material that may possibly damage the rollers.)
- Consumable materials provided by TRC are intended for use in the Center. We cannot allow raw materials to be removed from the building or allow the use of materials to complete projects for personal use. **Projects are to be completed on site.**
- Computers and printers are available for use by our members. Quantities are limited per visit. There is an additional charge for poster plus size prints.
- Copy machines are available for making single copies of resource materials for planning use. You may not make classroom sets of materials. It is a copyright violation to make multiple copies of materials without permission from the publisher. Quantities are limited per visit.
- Resource books are available for lesson planning.
- Equipment, VHS/DVDs, posters, games and other materials for loan must be checked out with a staff member at the front desk. All items are for a 2 week checkout period. Please do not pass materials on to another teacher as someone may be waiting for their return.

All TRC members are encouraged to help make our Center better by offering suggestions about resource materials, equipment or other items that would be good additions to our collection. Suggestions about improving operations or services are also welcome.

We are here to help! Don't hesitate to ask for assistance.



RESOURCES AVAILABLE AND GENERAL NICETIES TO HAVE AVAILABLE

The staff has many ideas, please feel free to ask them for assistance. There are many resources available for usage, if you do not see what you are looking for just ask.

Chart Paper: lined and unlined, white and colored

Construction paper 12 x 18

Construction paper 8 ½ x 11

Copy/Bond Paper: assorted colors 8 ½ x 11

Copy/Bond Paper: white only 11 x 17

Copy/Bond Paper: white only 8 ½ x 14

Index cards: white and colors, 2 sizes

Note pads: assorted decorative styles

Poster Board 24 x 28

Sentence Strips: white and colors

Glue guns and glue sticks

Glue sticks

Liquid Glue

Colored tape

Double sided tape

Heavy duty double sided tape

Masking tape

Packing tape

Scotch tape

Booklet stapler

Heavy duty stapler

Staple removers

Staplers

Tape measures

Yard sticks

Calculators

Protractors

Crazy scissors

Cutting pads

Punches: assorted styles

Rototrim paper cutter (small and large)

Scissors

Utility knives

Crazy punches

Heavy duty hole punch

Hole punches (single, double, triple)

Center hole punch (spinners)

Craft sticks (small and large, plain and colored)

Fabric, yard, ribbon: assorted donated items

Chalk and pastels sticks

Colored dots

Colored pencils

Crayons

Erasers, chalk erasers

Highlighters

Ink pads and stamps

Library Pockets/ manila only: also available laminated for quick use

Magic markers

Metallic markers

Paint markers

Poster board markers

Sharpies markers

White out

Brads: 3 sizes

Easels

O-Rings: 3 sizes

Paperclips

Pencil sharpeners

Rubber bands

Spinners: 2 sizes

Stickers

Envelopes manila 9 x 12

Envelopes: manila 6 x 9

File Folders letter size: assorted colors and manila

Name tag stickers: assorted fun styles

Small googly eyes

Book binding combs: navy and black/assorted sizes

Plastic bags to take it all home in!



DIE CUT EASY FORM

Teacher Name _____

Date Submitted _____

School _____

What Size do you want?

Tiny = 1"

Large = 4"

Small = 3"

X-Large = 8"

Itemize each request – keeping it simple.

Other = Bookmarkers, Desk plates, Door Hangers, Puppets, Borders, etc.

Item	Qty	Color	Laminate	Tiny	Small	Large	X-Large	Other	Special Instructions
			Y N						
			Y N						
			Y N						
			Y N						
			Y N						
			Y N						

Letter or Phrase (Circle upper case letters)	color	laminate	Size and style (choose from size and styles below)
		Y N	Block - 1.25" Block - 2" Block - 4" Block - 8" Vagabond - 3" Lolli Shadow - 3" Circus - 5"
		Y N	
		Y N	
		Y N	
		Y N	

Need anything else?

Name of video	File Folder games	Science equipment or kits	Golden Garbage

Loan Policy:

DVD/Videos (limit 4) = 2 weeks

Posters (limit 5) = 2 weeks

File folder games (20) = 2 weeks

Unit kits (limit 2) = 2 weeks

Star Lab (see staff) = 1 week

Science equipment = 2 weeks

Equipment and Learning Resources available at the TRC

Alka-Seltzer Rockets+A1:D42	Hammers, small	Plant/Dicotyledon Stem Model
Architectural 2D & 3D Shapes	Heart Power: all grades	Prepared Slides
Balance Scales	Honey Bee Life Cycle	Prisms
Balloon Cars (Engineering Design)	Hotplates	Pulleys: double, single and triple
Barometers	Human Body Kit	Pumice Stone (extra-large)
Beakers	Human Torso Model Kit	Rocks and Minerals Classroom Collection
Binoculars	Ice Melting Kit	Rocks and Minerals of the United States
Book Binder	Insect Diversity Display	Rocks/Minerals/Fossils
Bottle Rocket Launchers	Insect Metamorphosis Display	Rulers
Brain Builders	Insects	Scales, Digital, Flat Spring
Bread Boards: bulbs,motors,propellers	Insects Display (Harmful)	Science Olympiad DVD's
Butterfly Metamorphosis	Interactive Books	Seashells, jar of
Camouflage Confetti	Jumper Leads: Alligator clips	Series/parallel circuit board
Camouflage Confetti	Life Cycles	Simple Machines
Circuit Boards	Light & Color	Skeleton, 12 inch
Circus	Logic Puzzles	Skulls: human and bovidae
Clocks	Magnet Kit	Solar System
Color Mixing Paddles	Magnetic Activity: Magic Penny	Sound Kits
Community Helpers	Magnets	Specimens: Animal Kingdom Collection
Compasses	Magnifying Glasses: handheld	Specimens: Plant Collection
Concave/Convex Lenses	Marble Maze	Spring Coil: motion and sound
Constellation Finder	Math - KABOOM	Spring Scales
Copper Tubes	Math Kit : square units and area	STAR LAB
Cowboys	Math Kit: inches,centimeters,feet	Stopwatches
Creepy Crawlers	Math	Sun Sensor
Culture Tubes	Measurements: area,volume	Test Tubes and Racks
Density Blocks: aluminum,brass,lead	Measurement Rings	The Farm
Dental	Measuring Cups and Spoons	The Five Senses
Dinosaurs	Measuring Tapes	The Towers of Hanoi
Dr. Seuss Unit Kits	Microscope/training required on this equipment	The Tree
Dry Erase Boards(classroom set)	Microscope: handheld/viewers/pocket scopes	Thermometers
Ear: Human Anatomy	Minerals of Bartow County	Thunder Tubes (large, small)
Earth's History Geo Kit	Mirrors	Timer/Stopwatch
Electric Bell	Money	Transportation
Electricity/Electrical Circuits	Motion & Sound	Tuning Forks
Electromagnets and rivets/washers	Mythopoly	Tweezers
Electrostatic Generator w/neon wand	Native American vest, theme kit, GEO kit	Water Bottles
Energy Stick	Observation Kit: grains, textures	Water Tank
File Folders, Task Cards, DVD/VHS, BINGO and Posters are also available	Oceans	We now have Smart Board Media
Flashlights	Overhead Projector	Weather
Flasks	Owl Pellet Kit	Weather Center
Forces & Motion	Pegmatites	Weather Window Viewers
Fossils: rocks and plants	Pets	Weight Mass Set
Generators: hand held/Genecon	Pipettes	White Spot Plates
Georgia	Plant Cell Model	World Globe
Giant GeoSolids: 3D shapes		
Goggles		
Graduated Cylinders		