



General Information

The Resource Center is a program of a non-profit organization that supports the teachers of Bartow County.

Membership is granted to employees of member schools and to individuals paying the annual membership fee.

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 Winter 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 for a wide variety of 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
- Parent volunteers are encouraged for each classroom to assist the teacher
- Die cut requests are completed by the Community Based Instruction (CBI) students



General Policies and Procedures

- **Please have your school identification with you.**
- Always sign and out in at the front desk. Be sure to note your school and the date.
- Persons serving as *substitute teachers, interns, and student teachers* are extended membership privileges while assigned to a member school with the understanding that all materials created are property of the member school.
- Support personnel including aides, administrators or special areas teachers are extended privileges at no additional cost. Support personnel may not exceed the registered teachers.
- **Parent volunteers** are requested to have a registration form submitted annually (signed by the school administrator). Please fax, email or give the completed form to your volunteer.
- Parent volunteers are welcome during the school year. Summer hours are reserved for members only.
- **Children are not permitted in the facility.** This rule is instituted for the safety of the children and for the efficiency of those working in the Center. There are numerous pieces of equipment that 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 or 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 staff by completing your projects in a timely fashion.
- 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. Please consider printing in black and white rather than color.
- Lamination of projects for school 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 for personal use. Projects are to be completed on site.
- 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.**
- Equipment, VHS/DVD's, posters, games and other materials for loan can 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.

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



1 North Gilmer Street • Cartersville, GA 30120 • (770) 387-1103 • FAX (770) 606-2065 • www.bartowtrc.org

VOLUNTEER REGISTRATION

August - May 20____

The Resource Center welcomes your volunteers. This form and a short orientation are required before they can work at The Resource Center.

Volunteer's Name _____

Volunteer's Phone Number _____

Address _____

School _____

Volunteer assigned to work for (teacher name) _____

Signature (Principal/Vice Principal) _____ Date _____

****Reminder.....No children are permitted in The Resource Center.
Please make other arrangements while you are working.***

***No raw materials may be taken out of The Resource Center.
Projects are to be completed on site.***

Please keep in mind the rules for parent volunteers:

- When you arrive, please be sure to **sign in** at the front desk, and **sign out** when you leave. So that we might better serve you, remember to wear your volunteer badge while working in the TRC.
- We are happy to have you use our facility Monday through Friday during the hours of 8:00 am until 2:00 pm, August through May. Summer hours and late hours are reserved for educators.
- Please remember that the materials we have available are only for teacher projects that are to be used in the schools. Projects need to be completed prior to leaving the TRC as "raw materials" (i.e. poster board, construction paper, files folders, etc.) cannot be taken from the building.
- When working in the TRC, please do not bring in children or other guests.
- A copy of the general rules and procedures for the TRC are available at the front desk.

***Our friendly staff is here to help you at any time you have questions.
We always appreciate your input and suggestions!***

DIE CUT EASY FORM

Teacher Name _____

Date Submitted _____

School _____

Itemize each request – keeping it simple.

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

What Size do you want?

Tiny = 1"

Large = 4"

Small = 3"

X-Large = 8"

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

Science equipment = 2 weeks

Unit kits (limit 2) = 2 weeks

Star Lab (see staff) = 1 week



The Resource Center
1 North Gilmer Street
Cartersville, GA 30120
770-387-1103
www.bartowtrc.org

Parking on side of TRC building. Five minute parking allowed in front (bus lane) to load or unload.

Directions from Canton

Hwy 20 to I-75 South to the next exit, Exit 288(Main Street).

Turn right towards Cartersville. At the 4th traffic light turn right onto Gilmer Street.

TRC will be on your right at the next traffic light (corner of Gilmer & Cherokee).

Traveling I-75 North

Take I-75 to Exit 288 (Main Street).

Turn left towards Cartersville.

At the 4th traffic light turn right onto Gilmer Street. TRC will be on your right (corner of Gilmer & Cherokee).

Traveling I-75 South

Take I-75 to Exit 288 (Main Street).

Turn right towards Cartersville.

At the 4th traffic light turn right onto Gilmer Street. TRC will be on your right (corner of Gilmer & Cherokee).

Traveling GA Hwy 41 North

Go north, past Allatoona Lake and into Cartersville City limits.

Turn left onto Main Street (Taco Bell is on the right of Hwy 41).

At the 2nd traffic light on Main St., turn right onto Gilmer Street. TRC will be on your right at light (corner of Gilmer & Cherokee).

Traveling from Rome

Take Hwy 411 South to Cartersville. Merge onto Hwy 41 South, to Main Street.

Right onto Main Street (Taco Bell is on the left of Hwy 41). 2nd traffic light on Main St., turn right onto Gilmer Street. TRC will be on your right (corner of Gilmer & Cherokee).

Traveling from Dallas

Take Hwy 61 North to Cartersville.

Turn right at junction of Hwy 113 & Hwy 61.

Follow signs for Hwy 61 & Hwy 113 into Cartersville. (Turning left at the Etowah Drive traffic light.)

End of Etowah Dr., turn right on Main Street. 1st traffic light after railroad track, turn left onto Gilmer St.

RC on your right (corner of Gilmer & Cherokee).

Alka-Seltzer Rockets
 Aluminum Density Blocks
 Balance Scales
 Barometers
 Beakers
 Binoculars
 Book Binder
 Bottle Rocket Launchers
 Bulbs, and Bulb Sockets w/bulb
 Butterfly Metamorphosis
 Camera, vintage Nettar 515 Zeiss Ikon
 Circuit Boards
 Color Mixing Paddles
 Compass
 Concave/Convex lenses
 Culture Tubes
 Density Blocks
 Dropper Bottles
 Ear: Human Anatomy
 Electric Bell
 Electromagnets and rivets/washers
 Electrostatic Generator w/ neon wand
 Flashlights
 Flasks
 Fossil Rocks and Plants
 Generators- hand held/ Genecon
 Giant GeoSolids
 Goggles
 Graduated Cylinders
 Hammers, small
 Harmful Insects Display
 Honey Bee Life Cycle
 Hotplate
 Indian vests
 Insect Diversity Display
 Insect Metamorphosis Display
 Jumper Leads - Alligator clips
 Lamp Boards/parallel circuits
 Magnets
 Magnifying Glass/handheld

Marble Maze
 Measurement Rings
 Measuring Cups and Spoons
 Measuring Tapes
 Microscope/training required on this equipment
 Microscope: attachments/viewers/pocket scopes
 Mirrors
 Motors for bread boards
 Overhead Projector
 Owl Pellet Kit
 Plant Cell Model
 Plant/Dicotyledon Stem Model
 Prepared Slides
 Prisms
 Propellers for bread boards
 Pulleys - Double, single and triple
 Pumice Stone (extra large)
 Rocks and Minerals Classroom Collection
 Rocks and Minerals of the United States
 Rulers
 Scales, Digital, Flat Spring
 Science Olympiad DVD's
 Seashells, jar of
 Series/Parallel bulb board
 Skeleton, 12 inch
 Skull, human
 Solar System
 Solar System Simulator Model
 Specimens: Animal Kingdom - I & II
 Specimens: Animal Kingdom Collection
 Specimens: Plant Collection
 Spring Scales
 Spring: motion and sound
 STAR LAB
 Stopwatches
 Sun Sensor
 Test Tube and Racks
 The Towers of Hanoi
 Thermometers
 Thunder Tubes (large, small)

Timer
 Tuning Forks
 Tweezers
 Water Bottles
 Water Tank
 Weather Center
 Weight Mass set
 White Spot Plates
 World Globe
Unit Kits
 Animal Cell
 Anatomy Apron
 BINGO: all subjects
 Box of Rocks
 Circus
 Community Helpers
 Cowboys
 Creepy Crawlies
 Dental
 Dinosaurs
 Dr. Seuss Mini Kit : I & II
 Dr. Seuss with Stars
 Earth's History Geo Kit
 Electricity
 Farms
 Forces & Motion
 Georgia
 Heart Power: all grades
 Human Body Kit
 Human Torso Model Kit
 Insects
 Light & Color
 Logic Puzzles
 Magnet Kit
 Math Kit - square units and area
 Math Kit: inches/centimeters/feet
 Math Measurements: area/ volume
 Microscopes - handheld

File Folders, Task Cards ,
 DVD's, VHS, and Posters are
 also available

We now have
 Smart Board Media

TRC Equipment and Materials available for Check-Out