



## 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

-----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 \$ \_\_\_\_\_



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## 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 4<sup>th</sup>, 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	<a href="mailto:kimk@bartowtrc.org">kimk@bartowtrc.org</a>
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
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## 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.**



## **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	
		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

File folder games (20) = 2 weeks

Unit kits (limit 2) = 2 weeks

Posters (limit 5) = 2 weeks

Science equipment = 2 weeks

Star Lab (see staff) = 1 week

Alka-Seltzer Rockets	Marble Maze	Timer	Money
Aluminum Density Blocks	Measurement Rings	Tuning Forks	Motion & Sound
Balance Scales	Measuring Cups and Spoons	Tweezers	Multiplication: KABOOM
Barometers	Measuring Tapes	Water Bottles	Mythology
Beakers	Microscope/training required on this equipment	Water Tank	Native American Geo Kit
Binoculars	Microscope: attachments/viewers/pocket scopes	Weather Center	Native American vest and theme kit
Book Binder	Mirrors	Weight Mass set	Observation Kit: Grains, Textures
Bottle Rocket Launchers	Motors for bread boards	White Spot Plates	Oceans - I thru III
Bulbs, and Bulb Sockets w/bulb	Overhead Projector	World Globe	Pets
Butterfly Metamorphosis	Owl Pellet Kit		Plant Cell
Camera, vintage Nettar 515 Zeiss Ikon	Plant Cell Model		Rocks & Minerals Test Kit
Circuit Boards	Plant/Dicotyledon Stem Model	<u>Unit Kits</u>	Simple Machines
Color Mixing Paddles	Prepared Slides	Animal Cell	Task Cards - all subjects
Compass	Prisms	Anatomy Apron	The Five Senses
Concave/Convex lenses	Propellers for bread boards	BINGO: all subjects	The Tree
Culture Tubes	Pulleys - Double, single and triple	Box of Rocks	Tools of the Trade
Density Blocks	Pumice Stone (extra large)	Circus	Transportation
Dropper Bottles	Rocks and Minerals Classroom Collection	Community Helpers	Weather
Ear: Human Anatomy	Rocks and Minerals of the United States	Cowboys	Weather Window
Electric Bell	Rulers	Creepy Crawlers	What Rock/Minerals Is It?
Electromagnets and rivets/washers	Scales, Digital, Flat Spring	Dental	
Electrostatic Generator w/ neon wand	Science Olympiad DVD's	Dinosaurs	
Flashlights	Seashells, jar of	Dr. Seuss Mini Kit : I & II	
Flasks	Series/Parallel bulb board	Dr. Seuss with Stars	
Fossil Rocks and Plants	Skeleton, 12 inch	Earth's History Geo Kit	File Folders, Task Cards ,
Generators- hand held/ Genecon	Skull, human	Electricity	DVD's, VHS, and Posters are
Giant GeoSolids	Solar System	Farms	also available
Goggles	Solar System Simulator Model	Forces & Motion	
Graduated Cylinders	Specimens: Animal Kingdom - I & II	Georgia	<b>We now have</b>
Hammers, small	Specimens: Animal Kingdom Collection	Heart Power: all grades	<b>Smart Board Media</b>
Harmful Insects Display	Specimens: Plant Collection	Human Body Kit	
Honey Bee Life Cycle	Spring Scales	Human Torso Model Kit	
Hotplate	Spring: motion and sound	Insects	
Indian vests	STAR LAB	Light & Color	
Insect Diversity Display	Stopwatches	Logic Puzzles	
Insect Metamorphosis Display	Sun Sensor	Magnet Kit	
Jumper Leads - Alligator clips	Test Tube and Racks	Math Kit - square units and area	
Lamp Boards/parallel circuits	The Towers of Hanoi	Math Kit: inches/centimeters/feet	
Magnets	Thermometers	Math Measurements: area/ volume	
Magnifying Glass/handheld	Thunder Tubes (large, small)	Microscopes - handheld	

# TRC Equipment and Materials available for Check-Out