

## General Information / School Systems

***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 Martin, Director, <a href="mailto:KimM@bartowtrc.org">KimM@bartowtrc.org</a>	
Pam Hilley, Member Support	Tracy Knight, Member Support
Joyce Findley, Member Support	Joyce Black, Member Support
Linda Ryan, Member Support	Marion Hudson, Member Support
Cherie Finger/Andrea Samples, Member Services	

### Membership at the Teacher 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
- Teacher submitted Die cut requests are completed by the Community Based Instruction (CBI) students

### **Mission Statement for the Teacher Resource Center**

The mission of the Teacher Resource Center is to enrich local classrooms by providing a congenial work atmosphere, support staff, curriculum resources, supplies and equipment to aid in the planning and development of lessons.

## 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 welcome to assist their assigned teacher** anytime during the school year. Registration forms are 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 Center.** 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-fifteen 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, 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.

***We are here to help! Please don't hesitate to ask for assistance.***



## RESOURCES AVAILABLE AND GENERAL NICETIES

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 google eyes

Book binding combs: navy and black/assorted sizes

Plastic bags to take it all home in!



## 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\_\_\_\_\_

Email\_\_\_\_\_

School\_\_\_\_\_

Volunteer assigned to work for (teacher name) \_\_\_\_\_

Signature (Principal/Vice Principal) \_\_\_\_\_ Date\_\_\_\_\_

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***\*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. All 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 and  
we always appreciate your input and suggestions!***

## **DIE CUT EASY FORM**

**Teacher Name** \_\_\_\_\_

**Date Submitted** \_\_\_\_\_

**School** \_\_\_\_\_

What Size do you want?

**Itemize each request – keeping it simple.**

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

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

## Equipment and Resources available at the TRC

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