

Teacher Resource Center ~ What's it all about?

www.bartowTRC.org 770.387.1103



Class schedule: poster board, note cards, clock hands, and more are all available for your projects!



Flow of electrons / Electricity Kit



Students study Polynesian mythology and created tiki masks



Habitat Exploration
Bird and letter die cuts



STEM DAY: golden garbage to develop goal focused challenges



Check-out our file folders / task cards or specialize for student needs by creating your own



INVOICE

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

Payment is due prior to July 1

Please make checks payable to the Teacher Resource Center (TRC)

* 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 unregistered guests.

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.



Organization Membership Registration

(annual membership begins July 1)

Organization Name _____

Organization Address _____

Phone Number _____

Fax Number _____

Director's Name _____

E-mail _____

The TRC is a program of a nonprofit organization that supports the educators of Bartow County. In order to keep this program ongoing and continue serving the teachers, we ask that you abide by the TRC rules and policies.

- Please complete all projects on site. Raw materials may NOT be taken out of TRC i.e. poster board, construction paper, file folders.
- Children are not permitted in the TRC; please make other arrangements while you are working
- Work done in the Center is for your Organization only
- I understand that failure to comply with them could result in the revocation of my membership with no refund.

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

Member Name _____

Email _____

Home Address _____

Phone _____

Member's Signature _____

Director's Signature _____

Date _____

OFFICE USE ONLY:

Date _____

Check # _____

Amount \$ _____



General Information / Private Membership

The Teacher 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 to 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.

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

Staff

Kim Martin, Director KimM@bartowtrc.org

Linda Ryan, Member Support

Marion Hudson, Member Support

Pam Hilley, Member Support

Joyce Black, Member Support

Joyce Findley, Member Support

Cecil Mann, Member Support

Cherie Finger/Andrea Samples, Member Services/Support

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

- On-site support services by professional staff
- GSE focused and resources to support the STEM concept
- Open access to TRC materials, supplies, workshops and training sessions
- Curriculum materials, periodicals and workspace to facilitate lesson planning, research and team collaboration
- Displays which highlight seasonal, curricular ideas and projects
- A library system with a variety of posters, equipment, DVD and theme kits for check out
- 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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General Policies and Procedures

-----**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 unregistgered guests (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-fifteen 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.
- Color prints and copy machine **Quantities are limited per visit, plan accordingly.** Some materials are under copyright regulations,
- Resource books are available for lesson planning.
- Equipment, task cards, file folders, DVDs, posters, 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.

Please ask for assistance, we are here to help!



CREATIVE RESOURCES AVAILABLE AND GENERAL NICETIES

The staff has many ideas, please feel free to ask them for assistance. There are many resources available, 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

Hot 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

Golden Garbage: jars, paper tubes, plastic containers, shoe boxes, and more!

DIE CUTS (from Ellison) all sizes / on-line request available

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 and spiral: navy and black/assorted sizes

Plastic bags to take it all home in!



TRC~TO DO~ LIST

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	laminare	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 (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

GSE focused and resources available to support the STEM concept

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