

# 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



## General Information / School Systems

### ***The Teacher Resource Center is a membership organization.***

Membership is granted to employees of member schools and to individuals paying the annual membership fee. The Bartow County and Cartersville City School System provide a membership for their educators and volunteers.

### **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 Thanksgiving, Christmas Break, Spring 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

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
- Parent volunteers are encouraged to use the TRC for each classroom to assist the teacher
- 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 read carefully**-----

- **Please have your school identification with you.**
- Always sign in and out 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-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.**
- 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.**
- Color prints and copy machine **Quantities are limited per visit, plan accordingly.** Some materials are under copyright regulations,
- Equipment, DVD's, posters, 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.

**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!



## VOLUNTEER REGISTRATION

Please renew your volunteer(s) annually.

**August - May 20**\_\_\_\_\_

The Teacher Resource Center welcomes your volunteers. Please email, fax or send the form with your volunteer and we will be happy to assist them with the teachers' requests.

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 Teacher Resource Center.  
Please make other arrangements while you are working.***

***No raw materials may be taken out of the Teacher 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.
- When working in the TRC, please do not bring in children or other guests.
- 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.
- 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.
- 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!***



## 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	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 (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 <b>NEW</b>
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 <b>NEW</b>	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 <b>NEW Cylinder/Moon</b>
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 <b>NEW</b>
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	