



STOP HATE. STARTING HERE.

TRUNK REQUEST FORM

Thank you for your interest in reserving a digital curriculum trunk from Holocaust Museum Houston. Trunks are available on a first-come, first-served basis and are only confirmed once this form is submitted and you have received a confirmation from the Museum staff.

For the iPad mini curriculum trunk there is one trunk of 30 iPads. This case weighs approximately 60 lbs. and the dimensions are 26 inches wide x 20 inches deep by 15 inches high.

There are no staff members available to assist in loading or unloading at the Museum.

Please complete the following information and e-mail this form to trunks@hnh.org or fax to 713-942-7953, "Attention: Trunks."

INFORMATION – PLEASE PRINT LEGIBLY

Contact Name: _____

Name of School: _____

School District (if applicable): _____ Are you a Title I school? _____

School Street Address: _____

School City / State / Zip: _____

Daytime Phone: (_____) _____ Fax: (_____) _____ Cell: (_____) _____

School E-Mail: _____ Personal E-Mail: _____

Will you require the trunk to be shipped? _____

Estimated number of students to use the trunks: _____ Number of teachers using the trunks: _____

Grade range of students using trunks: _____ Have you used our digital trunks before? _____

Please list possible dates for consideration, noting the borrowing period is three (3) weeks:

- #1 _____
#2 _____
#3 _____

Have your students toured Holocaust Museum Houston before the use of the trunks? Or, do you plan to visit after using the trunks?

PICKING UP AND RETURNING TRUNKS

Curriculum trunks can be picked up and returned at Holocaust Museum Houston during normal business hours (Monday through Friday, 9 a.m. to 5 p.m.). **A pick up and drop off date and time must be scheduled at least five business (5) days prior to the borrowing period.** You may schedule a pick up date and time up to three business days before the start of your borrowing period, in accordance with availability.

Alternatively, trunks are available to be shipped outside of the local Houston area; the school is responsible for paying all shipping charges (approximately \$200 round trip). **You must designate that shipping is required on the above form and schedule a delivery and pick up time at least ten (10) business days prior to the borrowing period.** A credit card or payment method must be provided to be charged by the Museum upon return of the trunk.

Each iPad is numbered by its cover. We recommend that you assign each student a number so that you know which student used which device. This will assist you if a device, cover or cord is missing and allow you to track student use.

Before returning the trunks to Holocaust Museum Houston, please place the devices into their cases in numeric order (e.g., 1-15; 16-30). If a student has locked a device or altered its settings, please note that on the form. Please place your completed evaluations within the trunk, plug the devices in and have them fully charged before you return them to the Museum.

The iPad mini case weighs approximately 60 lbs. You will need to maneuver the cases into your vehicle without assistance from the Museum staff. The Museum is not liable for any injuries that result from loading or unloading the cases.

Upon return of the trunks to Holocaust Museum Houston, we will verify the number of iPads, charging cords, charging stations and covers. If returning the trunks directly to the Museum, you must unload the trunks from your vehicle and bring them to the Museum lobby, where a staff member will take charge of the trunk.

SIGNATURE OF PERSON REQUESTING TRUNK

Please sign below that you have read all parts of this form and agree to adhere to the policies outlined within the request form.

Printed Name

Signature