

Handbell Musicians of America – Area 8
Handbell Loan Program – Agreement of Responsibility

The Handchime Loan Program of Area 8 of American Guild of English Handbell Ringers DBA Handbell Musicians of America (hereinafter known as The Guild) will provide a school or other educational institution (hereinafter known as The School) the use of a three octave set of handchime instruments for one semester. The responsibility of Area 8 of The Guild, the Music Educator, and The School are as follows:

Responsibility of Area 8:

1. Provide a three octave set of handchime instruments for one school semester.
2. Provide a teacher's manual and other resources to assist in implementation of the program.
3. Provide the name of an Area 8 representative/mentor to be available to demonstrate proper techniques, answer any questions, and to act as a resource.
4. Provide a one-year membership with The Guild.

Responsibility of the Music Educator:

1. Plan to incorporate handchime instruments in the school music program for one semester.
2. Utilize handchimes in at least one concert in front of parents during the semester.
3. Explore the possibility of purchasing a set of handchimes for their ongoing use in the music curriculum.
4. Attempt to take advantage of at least one of the following:
 - a. A local or regional conference of The Guild.
 - b. Spend hands-on training time with the Area 8 representative/mentor.

Responsibility of the School:

1. Postage and/or shipping fees for receipt and return of the handchime instruments and teaching materials to the Area 8 state Handchime Loan Coordinator or the next designated site as directed by the said representative.
2. The School agrees to replace all teaching materials that are not in "like new" condition at the end of the semester. Books should not have any markings, folds, tears, etc.
3. Provide insurance coverage based on the replacement value of the handchimes, accessories and equipment while in possession of and in transit from the school district or educational institution.

Final Report:

1. Within two months of the project completion, the Music Educator will be asked to evaluate the classroom experience utilizing handchime instruments.
2. Write a brief article/report describing your experience with this program – for possible use in the Area 8 newsletter, *Quavers*, or on the Area 8 website.

Copyright Restrictions:

1. The teaching materials provided through this grant are not for sale to the applicant and must be returned to Area 8 in good condition.
2. Photocopy or reproduction by any mechanical means of materials provided without prior approval of the copyright holder and Area 8 is strictly forbidden. Such duplication will result in the immediate cancellation of the grant and will require the immediate return of the handchimes, accessories and teaching materials.

Handchime Purchase Option:

Upon completion of the loan program, the school will be provided the option to purchase the three octave set of handchime instruments for their continued use in the school. The handchimes will be made available at the current market value; however, the price is negotiable. (This is an excellent project for a PTA or arts fundraising opportunity.) The transfer includes the balance of the five year warranty.