



**HANDCHIME LOAN PROGRAM**  
**for Schools and Churches**

**Application Deadline – May 1**

AREA 11 - HANDBELL MUSICIANS OF AMERICA encourages schools and churches to develop music education programs using handchimes or handbells. To support the development of such programs, HANDBELL MUSICIANS OF AMERICA-AREA 11 offers a loan program to schools and churches in Arizona, Colorado, New Mexico, Utah, and Wyoming.

Applicants should complete the Application Form and return it to the address indicated no later than May 1. The Applications will be reviewed by HANDBELL MUSICIANS OF AMERICA-AREA 11 CHIME Chair. Selected recipients will be notified no later than June 1.

**RESPONSIBILITY OF HANDBELL MUSICIANS OF AMERICA - AREA 11**

1. Provide a 3 octave set of handchimes for one school year.
2. Provide a set of teaching materials in good and usable condition.
3. Provide a mentor to assist in the development of a beginning ringing program.
4. Provide recipients with information about the benefits and resources of HANDBELL MUSICIANS OF AMERICA. If requested, a \$40 subsidy will be provided by AREA 11 to go towards cost of one (1) year membership (\$85) to HANDBELL MUSICIANS OF AMERICA.

**RESPONSIBILITY OF THE SCHOOL/CHURCH**

1. Include the handchime program as part of the regular school curriculum or church activities.
2. A \$50 refundable deposit will be required. If handchimes and all teaching materials are returned in good condition, deposit will be refunded. If any damage is noted, deposit will be forfeited.
3. Pay postage or shipping fees and insurance for the return of the handchimes and the teaching materials to the AREA 11 CHIME Chair or mentor without delay at the completion of the school year or other agreed time.

**RESPONSIBILITY OF THE SCHOOL/CHURCH EDUCATOR**

1. Implement the handchime program as a part of the total music experience.
2. Make full use of the mentor provided by AREA 11 in order to learn about the use and care of handchimes.
3. Present the handchimes to the student body/church and parents during an event.
4. Begin the necessary planning (such as fund raising) to continue the Handchime Program following the loan period.
5. If possible attend at least one local/regional HANDBELL MUSICIANS OF AMERICA - AREA 11 HANDBELL MUSICIANS OF AMERICA event.

**FINAL REPORT**

An evaluation of the project must be sent to the AREA 11 Board within one month of the conclusion of the loan. This report must include an evaluation of the impact the program had on the school/church and the music program. Supportive materials, such as programs, photos, classroom recordings of classroom activities and performances, student evaluations or responses and other materials, should be included. Remember that **Release forms** must be signed for any photo or video taping of participants. [A Release Form is included.]

**COPYRIGHT RESTRICTIONS**

Photocopying and reproduction by any mechanical means of the materials provided, without prior approval of the copyright holder, is strictly forbidden. Such duplication will result in the immediate cancellation of the loan and will require the immediate return of the handchimes and teaching materials.

*Please retain this informational sheet for your records.*



**Handbell Musicians**  
O F A M E R I C A

| Area 11

**HANDCHIME LOAN PROGRAM APPLICATION**

**Application Deadline is May 1**

Applicant's Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail \_\_\_\_\_

School/Church Name \_\_\_\_\_

School/Church Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

School/Church Phone \_\_\_\_\_ School/ C Fax \_\_\_\_\_

School/Church E-mail \_\_\_\_\_

**Please return your completed application to:**

**Cathie Olds  
Area 11 CHIME Chair  
516 N. 200 E.  
Brigham City, UT 84302  
[chime.area11@handbellmusicians.org](mailto:chime.area11@handbellmusicians.org)**



# Handbell Musicians OF AMERICA

| Area 11

*Please provide the following information below or attach page.*

Describe your school/church in reference to the grade levels and educational environment. Include, or attach the school's/church's mission statement and information on why a handchime program would be well received and be beneficial to students.

Explain how handchimes will be implemented in your school/church.

Specific Information- If more than one class is involved; please list each class, or group, separately.

Grade Level  
Example: 5<sup>th</sup> Grade

Length of period/times per week  
45 min/3 times per week

Class Size  
25

Other Information  
General music class

Provide your educational background (including degrees) and experience, if any, with handbells and/or handchimes.

**ASSURANCES and AGREEMENTS**

I certify that the statements in this application are true, accurate and complete to the best of my knowledge. If selected, I agree to abide by the terms of the grant as detailed. If selected, I agree to accept responsibility for the proper care and maintenance of the grant materials. I will assume responsibility for safe return, or replacement if damaged. In compliance with HANDBELL MUSICIANS OF AMERICA – AREA 11 and U.S. copyright laws, unless published as reproducible I agree not to photocopy music or printed materials provided to me by the HANDBELL MUSICIANS OF AMERICA – AREA 11 Handchime Loan Program without written permission.

\_\_\_\_\_  
Signature – School/Church Applicant \_\_\_\_\_  
Date

My signature below indicates my support of the educator involved in the Handchime Loan Program.

\_\_\_\_\_  
Signature – School Principal/Church Supervisor \_\_\_\_\_  
Date

**FOR AREA 11 USE ONLY**

**Date Received** \_\_\_\_\_

**AREA 11 Board Approval** \_\_\_\_ Yes \_\_\_\_ No Date \_\_\_\_\_

**Loan Term:** Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Applicant Notification Date \_\_\_\_\_ Shipping/Delivery Date \_\_\_\_\_

Date Final Report Received: \_\_\_\_\_ Date Handchimes Returned to AREA 11 \_\_\_\_\_



**HANDCHIME LOAN PROGRAM**  
**for Schools and Churches**

**Consent to Photograph, Videotape  
and/or present image on the Internet**

I hereby authorize \_\_\_\_\_ to  
Name of school, organization, media outlet

photograph, videotape and/or present the image on the internet of

\_\_\_\_\_  
Printed name of minor aged student

for the purpose of providing working examples of the use of handchimes for

1. This facility's training and in-service program
2. Sharing positive program examples in the community
3. Regional and National professional conferences of HANDBELL MUSICIANS OF AMERICA
4. For use by other professional education organizations

I understand that the consent will be effective from \_\_\_\_\_ to  
Loan "begin" date

\_\_\_\_\_ and can be withdrawn at any time.  
Loan "end" date

\_\_\_\_\_  
Printed name of legal parent/guardian

\_\_\_\_\_  
Relationship to student

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

*Permission is given to duplicate this form for participants involved in this Loan.*



**HANDCHIME LOAN PROGRAM**  
**for Schools and Churches**

The following teaching materials are owned by HANDBELL MUSICIANS OF AMERICA – AREA 11. These materials shall be returned to the HANDBELL MUSICIANS OF AMERICA – AREA 11 at the conclusion of the loan period. Materials may vary for each set. ***Recipients of the Loan should indicate received resources and return this page to AREA 11 CHIME Chair upon receipt of Handchimes. Please make a copy for your records!***

**MATERIALS PROVIDED TO SCHOOLS**

- One (1) Bell Trax: “Folk Songs” – arranged by David Angerman and Darryl Dunn; published by Shawnee Press, Inc.; GN0085 (with CD 0013)
- One (1) “Using Handchimes” (Learning to Ring Series) – Janet Van Valey/Susan Berry; published by Lorenz Publishing Company; HB-315 (Teachers’/Directors’ Edition)
- Ten (10) “All Time Favorites” (Learning to Ring Series) – Janet Van Valey/Susan Berry; published by Lorenz Publishing Company; HB-266
- One (1) “Handchimes In General Music – A Curriculum Guide, Grades 1 – 3”; Janet Van Valey and Martha Avery; published by HANDBELL MUSICIANS OF AMERICA; R-212
- One (1) “Handchimes in General Music – A Curriculum Guide, Grades 4 – 6”; Janet Van Valey and Martha Avery; published by HANDBELL MUSICIANS OF AMERICA; R- 213
- One (1) “A Practical Handbook for Handbell Directors” – Valerie Stephenson; published by HANDBELL MUSICIANS OF AMERICA
- One (1) “Musical Elements – A Classroom Method For Handchimes” – Kenneth L. Liske; published by HANDBELL MUSICIANS OF AMERICA; R-216
- Twelve (12) “Ringing Basics” – Beverly Simpson; published by Harold Flammer, Inc.; HL- 5270
- One (1) “Tunes That Teach” – Martha Lynn Thompson; published by HANDBELL MUSICIANS OF AMERICA; AG2009 ***This is a reproducible book. All copies made must be returned at termination of loan.***
- One (1) “Beginning Busy Ringers” – Kirtsy Mitchell; published by HANDBELL MUSICIANS OF AMERICA; AG2010 ***This is a reproducible book. All copies made must be returned at termination of loan.***

**MATERIALS PROVIDED TO CHURCHES**

- Eleven (11) “Ring Together Gospel Hymns” – arr. Kevin McChesney; published by Jeffers JH S9242 2-3 Octaves
- Eleven (11) “Ring Together Hymns” – arr. Kevin McChesney; published by Jeffers JH S9262 2-3 Octaves
- Eleven (11) “Ring Together Praise” – arr. Kevin McChesney; published by Jeffers JH 29238 2-3 Octaves
- One (1) “Tunes That Teach” – Martha Lynn Thompson; published by HANDBELL MUSICIANS OF AMERICA; AG2010 2-3 Octaves