



Handbell Musicians
OF AMERICA

| Area 11

HANDCHIME LOAN PROGRAM for Schools and Churches
Application Deadline – May 15

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 15. 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.

RESPONSIBILITY OF THE SCHOOL/CHURCH

1. Include the handchime program as part of the regular school curriculum or church activities.
2. 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 fundraising) 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 on page 5).

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 15

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/Church Fax _____

School/Church E-mail _____

Please direct any questions and return your completed application to:
(electronic submission preferred; see special note on signature page)

Shirley Culp
Area 11 CHIME Chair
chime.area11@handbellmusicians.org
4424 E. Maplewood Way
Centennial, CO 80121
(720) 840-6302

Please provide the following information below or attach a separate 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/ length of period/times per week/class size/other information (Example: 5th Grade 45 min/3 times per week 25 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 Loan as detailed. If selected, I agree to accept responsibility for the proper care and maintenance of the loaned 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. *If your application is submitted electronically, please scan in this completed signature page before emailing.*

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 _____



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HANDCHIME LOAN PROGRAM
For Schools and Churches

**Consent to Photograph, Videotape
and/or Present Image on the Internet**

I hereby authorize _____
Name of school, organization, media outlet

to 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 Date

Signature of parent/guardian Date

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



HANDCHIME LOAN PROGRAM RESOURCES *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!***

- o ***Do's and Don'ts of Handchimes*** – 4-page photo copy

- o ***Instructions for the Use and Care of Malmark Choirchime Instruments*** – Malmark pamphlet

- o ***Chimeworks Membership*** – complimentary for one-year loan period

- o ***Handbell Notation Guide*** – laminated page AGEHR5426

- o ***Learning to Ring-Director's Manual*** – spiral-bound MLCHB200, by Janet Van Valey & Susan Berry

- o ***Learning to Ring-All-Time Favorites*** – reproducible book MLCHB266, by Janet Van Valey & Susan Berry

- o ***Tunes that Teach*** – reproducible spiral-bound MAG009, by Martha Lynn Thompson

- o ***Multicultural Tunes that Teach*** – reproducible spiral-bound MAG011, by Martha Lynn Thompson

- o ***Chime Along!*** – reproducible book MHP2954, by Jason Krug & Brenda Austin