



Scott County Historical Society Education Trunk Policy

Request Process:

Information about SCHS education trunks and teacher materials is available on the SCHS website along a calendar of available times. If an educator is interested in reserving a trunk they can reserve a time by emailing or calling SCHS.

Educators must pick up the trunks from SCHS and arrange pick-up and drop off dates and times in advance by calling or emailing SCHS. SCHS staff will not pick up or drop off trunks. SCHS does not ship trunks through the mail.

Trunks must be requested at least one week out from the pick-up date.

If an educator fails to pick up their trunk on the arranged day, the missed time still counts against their rental period.

When an educator receives their trunk, it will be neat and organized with all materials double checked to make sure they are present and in good repair. The educator binder will be at the top of the. If applicable, there will be enough worksheets present for 35 students. If an educator intends to use the trunk for multiple groups over their rental period, they are responsible for making additional copies.

Fees

Trunk rental fee is \$15.00 per week. The rental period begins the day that the trunk is picked up and ends the day it is dropped off. If an educator is interested in checking out a trunk for more than two weeks, price points for extended rentals may be negotiated on an individual basis.

Return Process

Educators are responsible for returning all trunk materials in good condition, (except for student hand-outs) at the pre-arranged date and time. If an educator needs to change a drop-off time, they are responsible for arranging the change with SCHS staff. If the trunks are not returned on time and no extension arrangements are made with SCHS, a \$5.00/day late fee is charged.

Each trunk contains a material inventory sheet in the educator binder. If any damage has been done to trunk materials, or any materials are missing, the educator is responsible for informing SCHS staff at the time the trunk is dropped off. Fees for repair or replacement are assessed on a case-by-case basis.

Changes/Cancelation

Cancellations/changes to a rental period must be made at least 2 weeks prior to their check-out day. Changes to rental period(s) are subject to trunk availability.

Trunk Materials

All artifacts, educator materials, worksheets and digital files are the property of SCHS. No trunk materials may be shared or replicated without written permission from SCHS. Teachers are free to make photo-copies of trunk worksheets to share with their students within the trunk rental period.

I have read and agree to the SCHS Trunk Rental Policy (form will be signed at SCHS upon trunk pick-up)

Name (Please Print) _____

School or organization _____

Phone _____

Email _____

Signature _____