

Letter of Liability for Borrowing an IHMEC Teaching Trunk

Place this letter on official school letterhead with the signature of the Principal or authorized School District personnel.

To: Illinois Holocaust Museum & Education Center

From: _____ (name of the school/school district and authorized personnel)

Re: Loan of teaching trunk and all educational contents of the trunk

Today's Date: _____

Dates of Loan Period: _____

We, _____ (name of school and authorized signatory), accept full responsibility for the books, DVDs, teaching posters, curriculum framework binder, artifact reproductions, and other materials that are contained in the trunk, as well as the trunk container that will be loaned to us by the Illinois Holocaust Museum & Education Center. We will inventory the trunk upon receipt and again prior to sending it back to the Museum. If any contents are missing or destroyed, it is the responsibility of _____ (Name of School) to replace any missing or destroyed contents or provide payment (up to a maximum \$2,000 for complete replacement) to the Museum upon return of the trunk at the conclusion of the loan period.

We understand that in order for us to receive this trunk free of charge, we are required to submit three forms of feedback to the Museum's donors.

1. Letter of thanks to sponsor of trunk, written by you and/or your students
2. Online Teacher Evaluation form
3. Student Evaluation form (have the students individually fill out)

We understand that the trunk will be dropped off at the front office of the school. Shipping does **NOT** include inside delivery other than to the front office. The trunk may weigh up to 130 pounds.

When the trunk arrives, we will count the materials to make sure our count matches the Museum's count on the inventory sheet inside the trunk. If we find any discrepancies, we will mark the inventory sheet and email the list immediately to trunks@ilhmec.org (email).

Borrowing Teacher: _____ Principal: _____

Title: _____ Direct Phone: _____

Direct Email: _____



ILLINOIS HOLOCAUST MUSEUM
& EDUCATION CENTER

Teaching Trunk Information and Instructions

Please keep these pages for your reference.

Trunk Reservations

Now that you have received your reservation, you should have also received a blank Letter of Liability alongside these instructions. *Your trunk reservation will not be confirmed, and trunk delivery and pickup will not be arranged, until Illinois Holocaust Museum & Education Center receives the completed and signed Letter of Liability.* Please read the following information and instructions carefully. If you have any questions, email trunks@ilhmec.org.

Letter of Liability

A "Letter of Liability for Borrowing an IHMEC Teaching Trunk" is attached to your original trunk reservation e-mail. Please fill in the blanks and place an official school letterhead in the heading. You may scan a copy and email it to trunks@ilhmec.org, or mail a hard copy of the letter to Illinois Holocaust Museum & Education Center, Attn: Teaching Trunks, 9603 Woods Drive, Skokie, IL 60077.

If we do not receive the Letter of Liability within 10 days, the trunk reservation may be given to another school.

Trunk Content – Confirmation & Curriculum Binder

Once the Letter of Liability has been received and processed, you will then receive a confirmation e-mail that confirms your trunk loan period and will come with an attached .pdf of the trunk curriculum to assist with your lesson planning around the trunk contents. Please allow for up to 5 business days between the receipt of your letter of liability and a confirmation e-mail to arrive.

If your trunk loan is set to begin within 2-3 days of the receipt of your letter of liability, you will also need to allow for a 1-2 day delay in your trunk shipment. Trunk shipments are scheduled by hand and immediate turnaround is not always possible.

Shipping Information

IHMEC utilizes UPS for delivery and pickup – if your school regularly has trouble with UPS as a delivery service, please let us know via e-mail (trunks@ilhmec.org) once your trunk has been confirmed, and we will discuss what shipping arrangements will work best for you.

Drop Off

UPS will deliver the teaching trunk to the front office. UPS may alter your scheduled delivery date due to inability to deliver during school hours. Although this does not occur often, please be patient. The Museum is not able to alter delivery time or delivery date. If UPS is asked to move the trunk to the classroom or any room inside the building, there will be a charge to the school. UPS **does not** cover

inside delivery other than to the front office. Please note that the trunk may weigh up to 130 pounds. Please plan to move it to your classroom with the assistance of school staff.

Inventory

When the trunk arrives, there is an inventory included within the trunk on top of the trunk contents. **Please inventory all materials when the trunk arrives** to make sure our count matches your count. If you have any discrepancies, make a notation on the sheet and email the list immediately upon receipt so you are not held responsible for missing contents: trunks@ilhmec.org (email). **You are responsible for each and every item in the teaching trunk, as well as the trunk itself.**

Preparation for Trunk Pick-Up

Delivery and pickup dates are included in your reservation and confirmation e-mails. Please **notate or mark these on your calendars**. UPS will arrive to pick up your trunk on the pre-determined pickup day, and arrangements should be made to have the trunk delivered back to your front office on that day. The trunk must be packed up and ready for pickup on the pickup day. The Education Department will email you **one day** in advance to remind you of the pickup. While there will be no return tags needed for pickup, there is a form that you will have to print and have for your front office when UPS comes to pick up the trunk. The reminder e-mail will have that form attached.

Inventory

Before sending your trunk to your front office, please **re-inventory** the Teaching Trunk one final time to ensure you will not be charged for missing materials. Return items in the same condition that you received them (remove page markers or book numbers, place in same sections, etc.). Please take time in packing the trunk in the same condition in which it was received, this will expedite the re-inventory process and ensure that the trunk content is not damaged during shipment. If materials are missing or returned damaged, the value of the missing/damaged materials will be billed to the school.

Feedback

In order to continue providing our teaching trunks to schools **free of charge**, it is essential that our sponsors understand the true impact of their gift. IHMEC staff also wishes to see our trunks in action. Therefore, schools who participate in our trunk program are required to provide IHMEC with three forms of feedback:

1. Letter of thanks to sponsor of trunk, written by you and/or your students
2. Online Teacher Evaluation form: <https://www.surveymonkey.com/r/TeachingTrunks2024>
3. Student Evaluation form (have the students individually fill out):
<https://www.surveymonkey.com/r/StudentTeachingTrunks2024>

You may address the sponsor as "Dear Teaching Trunk Sponsors," in your letter of thanks, as the teaching trunk program has several sponsors who enjoy seeing the impact of the trunks. Additionally, you will receive the online evaluation forms in the Pickup Reminder e-mail a day before the trunk is picked up by UPS. If you would like them sent sooner, you may request them by e-mailing trunks@ilhmec.org!

UPS Return Label

The UPS driver will bring the return label when they pick up the trunk, the return label is not included in the trunk contents. **Please do not generate your own UPS shipping label**; doing so will require your school to pay the return shipping fees. As previously mentioned, the Museum will send a reminder e-mail containing pick-up instructions one day before your scheduled pick-up date.

Please note that all changes to the scheduled pick-up must be approved by the Education Department at the Illinois Holocaust Museum & Education Center within 5 business days prior to the scheduled pick up date!

Teaching Trunk Pick-Up

The Museum will arrange for UPS to pick up the teaching trunk at your school. Please have the trunk ready and waiting in the front office by 8:00am on the scheduled date. Please notify the front desk that UPS will be coming to pickup the trunk. UPS does not tell us the time of pick-up, so please have the trunk ready to go.

If the teaching trunk is not ready to go when the courier arrives for the pick-up and the courier has to come back, **your school is responsible for the extra shipping costs.**

IHMEC Teaching Trunk Reservation – Marion County Middle School

Josephine Barrett <josephine.barrett@ilhmec.org>

Wed 7/24/2024 5:01 PM

To:Thompson, Carrie J <carrie.thompson@marion.kyschools.us>

📎 2 attachments (183 KB)

Teaching Trunk Information and Instructions 2024-2025.pdf; Letter of Liability 2024-2025.pdf;

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



ILLINOIS HOLOCAUST MUSEUM & EDUCATION CENTER

Take history to heart. Take a stand for humanity.

Dear Carrie Thompson,

Thank you so much for your patience as we prepared our materials and schedules for the 2024-2025 school year. We have kept your teaching trunk request on file until we were able to process. Thank you for requesting a teaching trunk from the Illinois Holocaust Museum & Education Center! Per your request, we have put a trunk on hold for you as follows:

Marion County Middle School

Teaching Trunk: 7 - 8 Historical Perspectives Through Different Voices Trunk

Approximate Delivery: 1/8/2025

Approximate Return: 2/5/2025

Your reservation and delivery date will not be confirmed until we receive your signed Letter of Liability. If we do not receive the Letter of Liability within 10 business days, the trunk reservation will be given to another school. (Since it is the summer, we will keep your trunk on hold until the end of August.) We will send you a final confirmation and curriculum binder after we receive your Letter of Liability.

If at any time you decide to cancel your teaching trunk reservation, please notify IHMEC via e-mail as soon as possible, Due to the high demand of our Teaching Trunk Program we often have a waiting list of schools that could be given the trunk in lieu of your school's use. Thank you for your cooperation.

Attached you will find the following documents:

1. Letter of Liability

0. You may scan & email to trunks@ilhmec.org

1. Mail the completed letter within 10 business days to:

Illinois Holocaust Museum & Education Center
Attn: Teaching Trunks
9603 Woods Drive
Skokie, IL 60077

2. Teaching Trunk Information and Instructions Sheet

0. Please review carefully prior to the delivery of the teaching trunk.

Remember, schools participating in the teaching trunk program are required to provide IHMEC with the following three forms of feedback.

1. Letter of thanks to sponsor of trunk, written by you and/or your students

2. Online evaluation form, which will be sent with your pickup reminder at the end of your reservation.
3. Completed Student Evaluations

The cost of any damages or missing materials will be billed to the school according to the inventory sheet included in the trunk.

We hope you will use the tools we have provided in the trunk to enhance the learning experience in your classroom and around the school. Thank you for your commitment to Holocaust, genocide, human rights, and character education.

Feel free to contact trunks@ilhmec.org if you have any additional questions.

Sincerely,

The Education Team

The Education Team
Illinois Holocaust Museum & Education Center

Josie Barrett (she/her/hers) | Education Assistant
Illinois Holocaust Museum & Education Center
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