

Handbell Musicians of America
Area I, Inc.

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont,
New Brunswick, Nova Scotia, Prince Edward Island, Quebec

Handchime Loan Program

The Area I Education Committee, under the supervision of the Area I Board of AGEHR, Inc., wishes to strongly encourage schools and other educational institutions to develop music education programs using handchimes or handbells. To support the development of such programs, Area I, AGEHR, Inc., is offering a loan program to schools in its six state and two province jurisdictions, namely Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont, And the Atlantic Provinces of Canada. The specifics of this program are listed below. Attached is an application form. Educators who are interested in applying for a loan should complete the application form and return it to the address indicated.

Responsibility of Area I

1. Provide a three octave (37 note) set of handchimes.
2. Provide a complete set of teaching materials including the following:
 - a. 10 copies of Clapper Classics by Martha Lynn Thompson/Frances L. Callahan
 - b. 1 copy of Making Music with Choirchime Instruments by Dr. Paul E. Rosene
 - c. 1 copy of Handchimes in General Music for grades 1-3 by J. Van Valey/M. Avery
 - d. 1 copy of Handchimes in General Music for grades 4-6 by J. Van Valey/M. Avery
 - e. 1 copy of Teaching Young Ringers by Carolynne Mathis
 - f. 1 copy of Musical Elements, A classroom Method for Handchimes by Kenneth Liske
 - g. 1 copy of Ringing Basics by Beverly Simpson
 - h. 1 copy of Tunes that Teach by Martha Lynn Thompson
 - i. 1 copy of Manhattan Daily News
3. Provide a one-year membership in AGEHR, Inc.
4. Provide a support network of trained, experienced mentors who are ringers/directors to assist in the development of a beginning-ringing program.

Responsibility of the Educational Institution

1. Include the handchime program as part of the regular schedule, with the same group(s) of students being involved for the whole semester (quarter, trimester.)
2. Replace teaching materials damaged beyond usefulness as determined by the Area I Board or its representative.
3. Pay the postage and/or shipping fees for the return of the handchimes and teaching materials to the Area I representative without delay upon completion of the agreed time.
4. The borrowing institution is responsible for returning the three octaves of chimes to AGEHR at the end of the loan period in the condition in which they were received. The borrowing institution will be responsible replacement cost of chimes lost or damaged during the period of the loan.

Package 1: first two octaves of handchimes	Total weight: 27 pounds	\$995.00
Package 2: third octave add on set of handchimes	Total weight: 22 pounds	\$720.00
Package 3: teaching materials		\$240.00

Responsibility of the Music Teacher

1. Implement the handchime program as part of the total music experience for the class(es)
2. Make full use of the mentor provided by Area I in order to learn about the use of chimes.
3. Present the handchimes to the student body, parents and administration during at least one concert or performance during the loan period.
4. Begin the necessary planning (such as fund-raising and scheduling issues) to continue the handchime program following the loan period.
5. Attend at least one local/regional Area I festival, conference, workshop or seminar.
6. Write a detailed, reflective final report as described below.

Final Report

A final evaluation of the program must be sent to the Area I Education Liaison within one month of the conclusion of the loan. This report must include an evaluation of the impact program had on the school and its music program. Supportive materials such as programs, photos, videotapes or tape recordings of classroom activities and performances, student evaluations or responses and other appropriate materials should be included. Remember that release forms must be signed for any photo or videotaping of participants.

Copyright Restrictions

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

Please mail completed forms to:

Jennifer Stack
6 Amelia Drive
North Chelmsford, MA 01863

If you have any questions regarding this application, contact Jennifer Stack at 617-276-4263 or by email at chimeloaner.area1@handbellmusicians.org.

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Area I, Inc.**

Connecticut, Main, Massachusetts, New Hampshire, Rhode Island, Vermont,
New Brunswick, Nova Scotia, Prince Edward Island, Quebec

Handchime Loan Program Application

Educator's Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

School Name: _____

School Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____

Home E-Mail: _____

Home Fax: (_____) _____

School Phone: (_____) _____

School E-Mail: _____

School Fax: (_____) _____

Loan Duration (Please check your preference)

- ___ An Entire School year from September through June 15
- ___ First semester from September through January 15
- ___ Second semester from January 15 through June 15
- ___ First trimester from September through November 20
- ___ Second trimester from December 1 through March 15
- ___ Third trimester from March 15 through June 15
- ___ First and Second trimesters from September through March 15
- ___ Second and Third trimesters from December 1 through June 15

Please submit the following information:

- 1. School information:
 - a. Describe your school in reference to the grade levels and specific courses that you teach. Please include information on why you believe a handchime program would be well received and beneficial to your students
 - b. Describe your school's schedule. Please include length of period(s), number of times per week you see each class, specific information about any other performance group in your school (chorus, band, orchestra and when they meet for rehearsal.)
 - c. Describe your school's student population. Please include average class size, grade level, and special needs populations served by your school
- 2. Please include a letter of personal recommendation from your principal or other administrator (Fine Arts Director, Music Curriculum Coordinator.)

Assurances and Agreements:

I certify that the statements in the grant application are true, accurate, and complete to the best of my knowledge. If selected, I agree to accept responsibility for the proper care and maintenance of the grant materials. I will assume responsibility for their safe return or replacement, if damaged. In compliance with Area I AGEHR, Inc., and U.S. copyright laws (or applicable copyright laws), I agree not to photocopy music or printed material provided me through the Handchime Loan Program that is under copyright protection without express written permission.

Educator Applicant

Date

Principal/Administrator

Date