

## Teaching Trunk Information and Instructions

Please keep these pages for your reference.

### Trunk Reservations

When the Illinois Holocaust Museum & Education Center receives your Letter of Liability on school letterhead and \$200 security deposit, your teaching trunk delivery and pickup will be confirmed. Please read the following information and instructions carefully. If you have any questions, email [trunks@ilhmec.org](mailto:trunks@ilhmec.org).

### Letter of Liability

A “Letter of Liability for Borrowing an IHMEC Teaching Trunk” is attached to your original trunk scheduling email. Please fill in the blanks and put the letter on official school letterhead. A hard copy of the letter should be mailed to Illinois Holocaust Museum & Education Center, Attn: Trunks, 9603 Woods Drive, Skokie, IL 60077.

### Security Deposit

Due to the high cost of the included materials, IHMEC requires a \$200 security deposit to ship a teaching trunk. Deposits can be made by credit card or check and should be included with the Letter of Liability. The deposit will be returned within 30 days of receiving the trunk back at IHMEC in the condition in which it was initially shipped. The cost of any damages or missing materials will be deducted from the security deposit according to the inventory sheet included in the trunk. Any damages or losses beyond \$200 will be billed directly to the school.

It is important that you report any variance of inventory immediately so that you are not held responsible for the cost. Please read the “Inventory” section below for details.

### Trunk Content Summary

To better assist and prepare you to use the resources provided in the trunk, a summary of a select number of materials provided in the trunks will be included with your confirmation notification.

### Shipping Information

#### 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

**Please inventory all materials when the trunk arrives** to make sure our count matches your count. The inventory sheet will be on the top of the trunk contents. If you have any discrepancies, make a notation on the sheet and email or fax the list immediately upon receipt so you are not held responsible: [trunks@ilhmec.org](mailto:trunks@ilhmec.org) (email) or 847.967.4804 (fax). **You are responsible for each and every item in the teaching trunk, as well as the trunk itself.**

## Preparation for Trunk Pick-Up

The Education Department will email you at least one day in advance to remind you of the pick-up. However, **please mark your calendar** and make sure to have the trunk at the front office ready to go on the prescheduled date.

### Inventory

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.). If materials are missing or returned damaged, the value of the missing/damaged materials will be deducted from your security deposit. Any damages beyond \$200 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. 5 digital photographs of trunk contents being used by students
3. Evaluation form

Please complete the evaluation form after you have finished using the teaching trunk, and *make sure the evaluation form and thank you letters are placed in the trunk coming back to IHMEC. E-mail photos as an attachment file to [trunks@ilhmec.org](mailto:trunks@ilhmec.org) when you return the trunk.*

### UPS Return Label

The UPS driver will bring the return label when he picks up the trunk. Please do **not** generate your own UPS shipping label; doing so will require your school to pay the return shipping fees. The Museum will send a reminder e-mail containing pick-up instructions one week before your scheduled pick-up date.

### Return Address

When you are ready to return your teaching trunk to the Museum, please adhere the see-through address pouch with the enclosed pre-paid UPS shipping label to the top the trunk and send the trunk to the Illinois Holocaust Museum & Education Center at the address below.

Illinois Holocaust Museum & Education Center  
Education Department  
9641 Woods Drive  
Skokie, IL 60077

**Please note that all changes to the scheduled pick-up must be approved by the Education Department at the Illinois Holocaust Museum & Education Center!**

## 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 7:00am 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.**