



Center for Holocaust, Human Rights & Genocide Education
Brookdale Community College
765 Newman Springs Road
Lincroft, New Jersey 07738-9988
732-224-2074
info@chhange.org

Curriculum Suitcase Information and Instructions

Please keep these pages for your reference

Thank you for your request to borrow the *A Journey to Life Curriculum Suitcases*. There are two required documents for completion:

- Letter of Agreement signed by the School principal, curriculum supervisor or department head. The authorized teacher's name must be included.
- Valid Credit Card Information form

Once the Center for Holocaust, Human Rights & Genocide Education (Chhange) has received these documents, the Curriculum Suitcase(s) will be confirmed for pick-up. Please read the following information and instructions carefully. If you have any questions, call Chhange at 732-224-2074 or email us at info@chhange.org.

Suitcases are confirmed on a first-come first-served basis. It is important that the Letter of Agreement be returned to Chhange as soon as possible to secure the dates requested.

Curriculum Suitcase Pick-up

Teachers will pick up the Curriculum Suitcases at Chhange on the requested date.

Inventory and Review of Curriculum Suitcases

Teachers/borrowers will inventory the Curriculum Suitcases with a Chhange staff member at the time of pick-up. The teacher/School is responsible for those items listed on the Inventory sheet.

If desired at that time, the teacher may also discuss how to best use the contents and materials contained in the suitcase with a member of the Chhange staff.

Curriculum Suitcase Return

If you would like to keep the suitcase for an additional week, **you must contact Chhange at least 48 hours prior to day of required return**. However, depending on the time of year, number of requests and the specific suitcase, the request for an extension may be denied.



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Reminder

The teacher will receive an email at least one day in advance of the impending return. **Please respond to Chhange with the expected time of your return of the Curriculum Suitcase.**

Packing the Suitcase for Return

Please return all items/materials in the same condition you received them (remove page markers, erase any pencil marks, etc.) The School will be charged full replacement cost for any missing or damaged items that cannot be repaired (any necessary repairs will be at the School's expense).

Pack the Curriculum Suitcase carefully so that minimal shifting of materials occurs. It is the responsibility of the teacher to have all the material packed properly inside the suitcase and bring it to Chhange on the scheduled date of return.

Inventory upon Return

The Curriculum Suitcases will be inventoried with a Chhange staff member on the day of return.

Feedback

Complete the Evaluation Sheet after you have finished using the Curriculum Suitcase and return it to Chhange along with the Curriculum Suitcase. Chhange invites the teacher's feedback to better know how to improve the Curriculum Suitcase Program.

Please note that all changes to the scheduled return must be approved by Chhange at least 48 hours prior to the date of the scheduled return or a charge of \$25.00 per day will be incurred.

The Center for Holocaust, Human Rights & Genocide Education hopes you find the Curriculum Suitcase Program enriching and beneficial to you and your students. If you have an interest in other programs offered at Chhange, please call us at 732-224-2074 or email info@chhange.org.



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Curriculum Suitcase Letter of Agreement

Letter of Agreement between Center for Holocaust, Human Rights & Genocide Education (Chhange) and _____ (“School”).

The School is liable for any damaged or lost materials to the Curriculum Suitcase for any reason, including misuse or improper packing and will provide Chhange with the full replacement cost of the damaged or lost items.

A valid credit card (name, number and expiration date) is provided to cover any losses or damages that may occur to the materials. The credit card information is:

Card Type: _____ Card Number: _____ Expiration Date: _____

Before any charges are made to the credit card, written notification will be sent to the School explaining why the credit card will be charged and include the specific amount due. If a different method of payment is preferred (such as check or return of missing materials), arrangements can be made. If no alternate form of payment is received within twenty working days, Chhange may then charge the provided credit card.

Please read and confirm the following information:

Authorized Teacher: _____ Work Phone: _____

Email Address: _____

School Address: _____

City, State, Zip: _____

Curriculum Suitcase Name(s): _____

Curriculum Suitcase Pick-up Date: _____

Curriculum Suitcase Return Date: _____

School confirms the information provided is correct. School also agrees to the terms of this Letter of Agreement.



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Please return this Letter to Center for Holocaust, Human Rights & Genocide Education at least three weeks before your scheduled pick-up date or your Curriculum Suitcase request will be cancelled.

Center for Holocaust, Human Rights & Genocide Education

Representative: _____ Date: _____

School Name _____

Teacher Signature: _____ Date: _____

Print Name _____ Position _____