



*The American Guild of English Handbell Ringers, Inc.  
Area II, Inc.  
New Jersey, New York, Ontario, Pennsylvania*

## **HANDCHIME LENDING PROGRAM**

### **TO BE LOANED:**

Three (3) octave set of handchimes.

### **LOAN PERIOD:**

- One (1) school year (September 1 through June 1) with return of handchimes to Area II by June 15,

**-OR-**

- One (1) summer session (July 1 – August 15) with return of handchimes to Area II by August 22.

### **ELIGIBILITY:**

- Public or Private Elementary or Secondary school, Church, or Community Group within Area II of AGEHR.
- Handchimes will be loaned only once to a particular school, church or group.
- Preference will be given to a new school district before another school within the same district.
- Preference will be given to schools with existing music programs.
- Must be a member of AGEHR, or willing to become a member of AGEHR if loan is approved.

### **CRITERIA:**

1. Reason(s) why handchimes are being requested (20%)
2. How handchimes will be used for a music program (20%)
3. Estimated percentage of students and age levels who will be using handchimes (10%)
4. Name of teacher/director responsible for handchimes and their use including evidence of teacher/director training in handbell or handchime education (10%)
5. Strategies for continuation of program when loan period is over (20%)

6. Do you presently have handbells or handchimes? If yes, how they are presently used and how will loaned handchime set support existing program (10%)
7. Evidence of support of music program and handchime program from school or school district administrator, church or sponsor (10%)

**HOW TO APPLY:**

Required material:

- 1) A letter of application, on official school/church/ community group stationery, addressing all criteria above and indicating time period for which handchimes are requested
- 2) A separate letter , on official school/church/ community group stationery, documenting support from school or school district administrator, church pastor or top community group administrator as applicable.
- 3) Completed Handchime Lending Agreement

Send the information in a complete package to AREA II AGEHR, INC. current C.H.I.M.E.  
Chairperson:

**Jeremy M. Peters**  
**171 Meigs St. Apt. 1**  
**Rochester, NY 14607 USA**

**DEADLINE FOR APPLICATION:**

May 1<sup>st</sup> postmark of year of summer session or traditional fall start of school. (May be waived depending on circumstances and number of sets loaned currently)

**ADDITIONAL INFORMATION:**

BORROWER (school district/church/community group) pays shipping or transportation fees for handchimes to and from lending location. School or school district/church/community group assumes responsibility for repairs or replacement handchimes if need is determined after loan period.

**FINAL LENDING EXPERIENCE REPORT**

On completion of the loan period, a summary letter explaining how handchimes were used during the loan period is required. This letter is due no later than thirty (30) days following the end of the loan period.