

*AGEHR Area II, Inc.*

***Handchime Lending Program Application***

Please type or print on a separate paper the following information. The **postmark deadline** for applications is May 1.

General Information

1. Name of School, Church, or Organization
2. Name of School District (if applicable)
3. Complete Mailing Address
4. Contact Person's Name, Address and Phone Number and E-mail address

Letter of Application must be on official stationery and include:

- the time period for which handchimes are requested
- the reasons why handchimes are being requested
- an explanation of how handchimes will be used in your music program -  
If a handbell or handchime program already exists, how will the loaned handchime set support the existing program?
- a description of participants, including age levels if students, who will be using the handchimes in the church or organization
- evidence of director's training in handbell or handchime education
- a list of strategies for continuation of the program when the loan period is over

Please also include:

- 1) one letter of support from the school principal, district administrator, pastor, church board or direct supervisor
- 2) a completed contract which can be downloaded from our website at  
**[www.area2agehr.org](http://www.area2agehr.org)**