



Handbell Musicians  
OF AMERICA

| Area 4

*Florida, Georgia, South Carolina, Puerto Rico, the Bahamas and Virgin Islands*

### **Handchime Loan Program Application**

*Applications are due on or before March 30*

**Date of Application:** \_\_\_\_\_

Please print:

**Applicant Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work Phone: \_\_\_\_\_

FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

Check One:  School  Church  Community Organization

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization Phone: \_\_\_\_\_ Organization Fax: \_\_\_\_\_

Organization E-mail: \_\_\_\_\_

**Applicant's Supervisor Name:** \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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## **Area 4 Handchime Loan Program Application**

### **Page Two**

If additional space is needed, please attach additional sheet.

#### **Description of Proposed Program Using Handchimes**

Please print the information in the space provided or use additional sheets, if needed, to answer the following:

1. Describe the program where the handchimes will be used (include grades, ages, special needs, etc.) If more than one class/group is involved, please list each separately.

Grade Level/Age	Length of weekly period/rehearsal	Size	Other Information
Ex.: 4 <sup>th</sup> Grade	40 min / 3 times per week	20	General music education

2. How will the chime loan program benefit those in your school/ organization?

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If additional space is needed, please attach additional sheet.

3. Explain how you plan to incorporate handchimes into your program.

4. Future programs you see resulting from this loan program?

5. Additional Comments (why your school/organization should receive the handchime loan)

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**Assurances and Agreements:**

We certify that the statements in this application along with any supporting documents are true, accurate and complete to the best of our knowledge.

If selected, we agree to

- accept responsibility for the proper care and maintenance of the handchimes.
- assume responsibility for the safe return or replacement if damaged.
- provide proof of insurance before receiving the handchimes.
- obtain consent to photograph/videotape from all participants
- In compliance with Area 4 Handbell Musicians of America and U.S. Copyright Law (or applicable copyright law), we agree not to photocopy music or printed material provided or purchased during the loan period without express written permission as provided for in the law.

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Applicant Signature

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Date

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Principal/Supervisor Signature

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Date

## ***Area 4 Handchime Loan Program Application Checklist***

Before mailing your application, check that you have included all of the following:

1. Four-page application signed and dated by both applicant and principal/supervisor\*
2. Additional pages of descriptive information, if needed. \*
3. Résumé of applicant\*
4. Letter of recommendation from applicant's principal or supervisor\*

Mail completed application and supporting documents  
on or before March 30

to:

Marcia J Brantley  
202 Caveson Dr.  
Summerville, SC 29483

If you have additional questions or need further information,

Contact

Marcia J. Brantley  
Education Chair Area 4  
education.area4@handbellmusicians.org  
843-729-6275

*\*We recommend making copies of all materials for your files.*