



**RESOURCE CHECK-OUT AGREEMENT**

The SJCOE Office of Science and STEM is pleased to make various kits available to all trained educators. GEMS, FOSS, Math Science and Beyond, Chemistry/Probe ware, STEM kits, and misc. classroom resources are available.

1. Kits are on a 1st come-1st serve basis and can be reserved for specific dates.
2. The fee for each kit use is \$20.00 for up to 4 weeks. A late fee of \$20.00 will be assessed if the kit(s) is returned more than 5-days past the due date.
3. Please call in advance and let us know when you will be coming. Kits may be picked up or dropped off only on Thursday's from 8am – 4pm.
4. The Site Administrator and educator must sign and date this Agreement and turn it in at pick-up.
5. All kit components must be returned in good condition. Please notify our office immediately if any of the items on the checklist are missing or damaged.
6. Any damage to equipment in the kit is the responsibility of the school that is using the equipment. Normal wear and tear are expected. Additional fees may be invoiced if necessary to replace damaged equipment.
7. When returning the kit(s), complete the Kit Return Slip. All kits must include a complete Kit Return Slip before returning.
8. No PO's accepted. For journal information, call Jennifer Thompson at 468-9096.

If you have any questions, please contact our office.

<b>Jennifer Thompson</b> Staff Secretary (209) 468-9096   <a href="mailto:jhaley@sjcoe.net">jhaley@sjcoe.net</a>	<b>Sierra Gregory</b> STEM Kit Tech. (209) 468-4880   <a href="mailto:sigregory@sjcoe.net">sigregory@sjcoe.net</a>
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I have read and understand the Agreement for use of the \_\_\_\_\_ Kit (s) or SJCOE STEM Programs Materials.

Inventory Item	Contents	Quantity	Condition

School: \_\_\_\_\_

Site Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

Educator signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pick-up Date:		Return Date:		Confirmation of return:	
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