

EL PASO HOLOCAUST MUSEUM & STUDY CENTER

715 N. Oregon 915.351.0048
El Paso, TX 79902 915.351.0908 (fax)

Curriculum Trunk Information and Instructions

Please keep these pages for your reference

Trunk Liability

***El Paso Holocaust Museum's Curriculum Trunk Policy states that the school is liable for any damaged or lost materials.

You must send a letter from your school district or principal on letterhead stating that your school is responsible for any materials damaged or lost. Include administrator's name and school name.

Your liability letter AND confirmation letter has to be returned to the Education Director one month before your scheduled date for pick up.

Trunk Pick Up

The trunk can be picked up at the Museum during normal operating hours. Check the inventory **when the trunk is picked up** to make sure our count matches your count. The inventory sheet is in the trunk. If you have any discrepancies, let the Education Director know at that time.

You are responsible for the items in your Trunk.

Reminder

The Education Director may email or fax you at least one day in advance to remind you when the trunk is to be returned. However, please mark your calendar.

Inventory

Please **inventory** the Trunk one final time to ensure you will not be charged for missing materials. Return items in the same condition that you received them (remove page markers, erase pencil notations, etc.).

Feedback

Please complete the evaluation sheet after you have finished using the Trunk. A letter on school letterhead from the teacher, your department head, or your principal reflecting the necessity of Holocaust education and the importance of Curriculum Trunk is required so that underwriters can be secured for future Trunk purchases.

Trunk Return

Please contact the Education Director at 915.351.0048 to set a time to return the Trunk to the Museum. Returns are to be made during normal Museum business hours unless other arrangements are made with the Education Director. The Trunk will be checked in and inventoried with you present. If any items are missing that were not reported at pick up, you or your school will be billed for the missing items.