

# HOLOCAUST LEARNING TRUNK PROJECT

---

## Instructions

Each Holocaust Learning Trunk contains a full complement of books, posters and DVDs for use in middle school classrooms. The trunk and the contents are not the property of any school or district.

This is a pilot program trunk.

### Use of Trunk

A trunk may be checked-out to a school for a maximum of three weeks unless other arrangements are made.

The trunks are meant to supplement curriculum already in place by providing educators with materials he/she can use in the classroom.

### Arrival of Trunk

Before a trunk arrives at a school, educators are encouraged to prepare by reviewing the inventory of trunk contents and the introductory portion of the Teaching Guide online. It is also recommended that educators intending to utilize the contents communicate with fellow educators at the school about the various book sets, visual aids, and resources in order to promote collaboration and guarantee an appropriate division of the contents to multiple classrooms.

When the trunk arrives at a school it must be kept in the media center under the supervision of the media specialist. He/she will oversee the division of materials to educators and classrooms and ensure the safe return of all the trunk contents prior to the end of the loan period. It is encouraged that the trunk itself remains on display in the media center while educators access the materials within via the media specialist. This allows for the artwork on the exterior of a trunk to convey messages regarding the Holocaust to students visiting the media center while multiple educators use the various materials provided inside the trunk in his/her classroom. This maximizes exposure to the lessons of the Holocaust for students and assures the availability of useful resources for educators.

### Evaluations

All educators who have accessed any materials in the trunks are required to submit an evaluation. The completion of evaluation forms are a requirement of the sponsoring grant organizations and are the only means to measure the success and scope of the Holocaust Learning Trunk Project.

Evaluations are submitted online. To complete and submit an evaluation, please visit <http://holocaust.georgia.gov/trunk-evaluations>.

Failure to submit an evaluation within 14 days after the trunk loan will result in a \$50 charge to the school.