

HOLOCAUST LEARNING TRUNK PROJECT

Frequently Asked Questions

What is the Holocaust Learning Trunk Project?

The Holocaust Learning Trunk Project is sponsored by the Georgia Commission on the Holocaust with The Conference on Jewish Material Claims Against Germany, Inc., the Georgia Department of Education and the Georgia Foundation for Public Education.

The project provides trunks to schools throughout the entire state of Georgia for use in middle school classrooms. Each trunk contains a full complement of educational materials about the Holocaust. These trunks and the materials within are meant to supplement curriculum already in place and assist educators in creating lesson plans that incorporate themes from Holocaust education.

How does it work?

The Georgia Commission on the Holocaust distributes Holocaust Learning Trunks throughout the state of Georgia. The trunks are housed by RESAs (Regional Service Educational Agencies) and/or school districts.

Trunks are available for loan to **middle school** teachers through their respective RESA (Regional Service Educational Agency), a representative of their local school district, or a representative from a neighboring school district. ([Please see Distribution Tables I-III.](#))

Educators who would like to access a trunk must submit an online trunk loan request according to the school district. These forms are located on the [Check-Out a Trunk](#) page of this website.

Trunks are also available for private schools from the *Anne Frank in the World* exhibit in Sandy Springs, Georgia. Educators at private schools must submit an online trunk reservation request via [this link](#).

Upon submission, the online trunk loan request is reviewed by staff at the Georgia Commission on the Holocaust. Once the request is approved, the corresponding trunk project contact in that district is notified and will process the request according to the trunk availability during the requested date range. He/she will contact the educator whose information is provided on the request form and coordinate the loan of the trunk.

Before a trunk arrives at a school, educators are encouraged to prepare by reviewing [the 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.

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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.

After an educator has used a trunk or any material from the trunk contents in a classroom, he/she is **required** to complete and submit an online evaluation. Evaluations are available on [this page](#). Evaluations are a requirement of the sponsoring grant organizations and are the only means to directly measure the success and scope of the Holocaust Learning Trunk Project. Failure to submit an evaluation within 14 days after the end of the loan will result in a \$50 charge to the school.

How can I check out a trunk?

Step 1 - Submit a trunk loan request

Educators who would like to check-out a trunk for his/her classroom must submit a trunk loan request according to the school district. These webforms are located on [the Check-Out a Trunk page](#) of this website.

Trunks are also available for private schools from the Anne Frank in the World exhibit in Sandy Springs, Georgia. Educators at private schools must submit an online trunk reservation request via [this link](#).

In addition to providing the required information in the request, each educator must agree to the Trunk Loan Terms and Requirements which are stated on the last page of the webform.

Step 2 - Submit the Trunk Loan Terms and Requirements with school administrator signature

Once the webform has been submitted, a school administrator is also required to agree to the Trunk Loan Terms and Requirements by downloading this form and submitting it either by fax to 770-206-1559 or as an e-mail attachment to Emma Ellingson.

I submitted a trunk loan request. Now what?

After an educator has submitted the trunk loan request webform, he/she must ensure that the [Trunk Loan Terms and Requirements](#) is also submitted by a school administrator either by fax to 770-206-1559 or as an e-mail attachment to [Emma Ellingson](#).

When submitted online, the trunk loan request is automatically e-mailed to a staff member at the Georgia Commission on the Holocaust and the corresponding Trunk Project contact. The request will not be processed until it has been approved by the Holocaust Commission. A request will not be approved until the [Trunk Loan Terms and Requirements](#) is submitted by a school administrator

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Once the trunk loan request is approved by the Holocaust Commission, the educator who submitted the request and the corresponding Trunk Project contact will be informed via phone or e-mail.

The Trunk Project contact will follow-up with the educator and notify him/her of the trunk availability. If the trunk is available during the dates requested, the Trunk Project contact will coordinate the transportation of the trunk with the educator.

Transportation options vary by RESA or school district. Some educators should be prepared to make arrangements to pick-up and return a trunk from where it is being housed.

How can I use a trunk in my classroom?

The trunks are meant to supplement curriculum already in place by providing educators with materials he/she can use in the classroom. Therefore, it is the educator's responsibility to create a lesson plan. The 2012-2013 Teaching Guide includes guidelines for teaching about the Holocaust and resources such as a glossary and commonly asked questions. Lesson and activity modules are **also** included in the guide in order to assist educators in creating lesson plans using the second edition trunks contents.

After accessing a trunk, do I have to submit an evaluation?

Yes. 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.

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

Pilot Program Trunk Evaluation: If you accessed a pilot program trunk, please [click here to complete the evaluation](#).

Second Edition Trunk Evaluation: If you accessed a second edition trunk, please [click here to complete the evaluation](#).

Not sure which trunk type you accessed? Please [click here to reference the distribution chart](#).

How long can I keep a trunk?

The standard trunk loan period is three weeks. Prior approval from the Georgia Commission on the Holocaust is required for loan periods exceeding three weeks. If the request loan period exceeds 3 weeks, educators must provide information regarding the reason for an extension when completing a trunk loan request form. Educators requesting an extension must indicate the following:

- the total number of educators that will access the trunk contents
- details about the special circumstances rendering the 3 week loan period insufficient

Are the contents of the trunks different from trunk to trunk?

There are two collections of trunk types currently in circulation: pilot program trunks and second edition trunks.

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The [contents of each pilot program trunk](#) are identical with the exception of the color poster from The Jewish Foundation for the Righteous which varies in style from trunk to trunk.

The [contents of each second edition trunk](#) are identical.

I am not a social studies teacher, can I still use a trunk?

Yes. The Georgia Commission on the Holocaust welcomes and encourages educators of all disciplines to utilize the state-wide Holocaust Learning Trunk Project.

Educators may work together or share the contents of the trunk during the standard three week loan period. There are no restrictions regarding the specific use of the trunk contents, although lesson modules are available in the [2012-2013 Teaching Guide](#) that were designed to assist educators in writing lesson plans.

Who decorated the trunks?

The trunks were decorated by students at schools or organizations in metro Atlanta ranging from public, private and religiously affiliated.

Each trunk has a story. Some trunks include artist statements identifying the students who decorated the trunk.

For a full list of the schools who participated in decorating trunks visit [this webpage](#). Pictures and videos of trunks being decorated, quotes from students involved, and artists' statements are also on the website.

How can my students decorate a trunk?

If you are interested please visit the [Trunk Decorating](#) page for more information.

Who do I contact with specific questions or comments?

Please contact the Georgia Commission on the Holocaust's Public Education Manager, Emma Ellingson, at 770-206-1555 or ellingsonholocaustga@comcast.net.