



Traveling Trunk Guidelines

How much does it cost?

Each trunk is \$50 per school, plus \$100 if shipping the trunk.

How to reserve a trunk?

Download the booking sheet, save it and submit it to schoolprograms@concordmuseum.org. You may also call 978-369-9763 x 239 to reserve a trunk. After submitting the booking sheet, an educator will be in touch to confirm your dates and arrange pick-up or shipping.

Rental periods - Trunks are available for two week periods. If multiple teachers or multiple schools in the district want to use the trunk, we will do our best to accommodate everyone. We can try to extend the reservation period by two weeks for every additional teacher and school that wishes to use it. For more information about multiple teacher use please refer to page 2.

Receiving the trunk

Payment is due on or before receiving the traveling trunk.

If picking up the trunk at the Concord Museum - The trunk will be located at the front desk of the main museum, 200 Lexington Road, Concord, MA 01742. Please check in with the staff person at the front desk. The museum hours are: **April–December** Mon.–Sat. 9:00–5:00, Sun. 12:00–5:00, Sundays in June, July and August 9:00–5:00, **January–March** Mon.–Sat. 11:00–4:00, Sun. 1:00–4:00.

If the trunk is to be shipped to your school - The Concord Museum uses FedEx Ground, and we will send the tracking number when the trunk is shipped. Please alert the school office that the package is on its way.

Materials

Do a full inventory of the supplies - When you first receive the trunk please look through it carefully and complete an inventory. There is an inventory list and photographs of each station in the Teacher Manual. If you find an item missing or damaged upon arrival, please contact the Education Department within two days of receiving the trunk at: schoolprograms@concordmuseum.org or 978-369-9763 x239. This will ensure that you are not charged for damaged or missing items.

Lost or broken items - If you break or lose an item while using the trunk, the Concord Museum will invoice the school to replace the item. Please do a careful inventory when you pack up your trunk and return it to the museum to avoid additional charges.

Multiple teacher / school use – Complete a full inventory in between each use if the trunk is traveling between classrooms or schools. We want to make sure the trunk is in good condition for each use, and if something is missing and or is damaged, we can try to send a replacement.

Returning the trunk

Trunks must be returned on or before the scheduled return date.

If hand delivering the trunk - Return it to the front desk of the main museum. Check in with the staff person at the front desk before leaving.

If shipping the trunk back to the museum - Schedule a pick-up with FedEx Ground at least two days prior to the shipping date. Go to www.fedex.com or call 1-800-GoFedEx to schedule a pick up or take the trunk to the closest FedEx store. Make sure to schedule a pick up for **FedEx Ground**, not FedEx Express. A return shipping label with tracking number information will be located in the Teacher Manual. FedEx will need to know the tracking number from the return label and the weight and dimensions of the trunk (37 x 21 x 18 inches, ~25 pounds). Attach your pre-addressed label to the trunk.

Late Return – A late fee of \$50 will be invoiced to the school if the trunk is returned late.

Multiple Teacher / School Use

If multiple teachers or multiple schools in the district want to use the trunk, we will do our best to accommodate everyone. We can try to extend the reservation period by two weeks for every additional teacher and school that wishes to use it.

Each school using the traveling trunk should assign a main contact who will be responsible for completing a full inventory between each transition and working with the Concord Museum to coordinate logistics of arrival and departure of the trunk as well as any issues that arise during the rental period.

If multiple teachers in your school want to use the trunk – Please fill out the booking form with information for the main contact at the school, and then indicate the number of teachers who will be using the trunk in addition to the name and contact information for each teacher.

If multiple schools in your district want to use the trunk – Please fill out separate booking forms for each school, assigning a main contact at each school. Each additional school using the trunk will be charged an extra rental fee, \$50.