



# Handbell Musicians

## O F A M E R I C A

Area 2

### **Handchime Lending Program**

The purpose of Handbell Musicians of America/Area 2's Handchime Lending Program is to promote the ringing of handchimes in Public or Private Elementary or Secondary schools, Churches, Community Groups, Nursing Homes and Special Education facilities within our area of Pennsylvania, New York, New Jersey and Ontario. This program is a valuable introduction to the art of ringing instruments and often becomes a focal point in expanding such programs in the local community.

Handchime Lending provides a way in which resources can be borrowed, the cost of which might otherwise be beyond the reach of new or growing organizations or individuals. Area 2 provides a Handchime Lending Program through which actual handchime sets are available to groups to start, expand and/or enhance their musical abilities and artistry.

The Handchime Lending Program application period opens March 1 of each year and remains open until all sets have been allocated. This deadline is used to help manage the demand and essentially assign a priority of need based on a first come first served basis.

A loan period shorter than six (6) months will not be considered. So in order to help meet your plans, it is important to get your application in as early as possible but not before March 1.

### **About the Loan Program**

Handbell Musicians of America/Area 2 has 9 sets of three-octave handchimes to loan. The loan periods are:

One (1) school year (September 1 through June 1) with return of handchimes to Area 2 by June 15,

-OR-

One (1) summer session (July 1 – August 15) with return of handchimes to Area 2 by August 22.

### **Eligibility Requirements**

1. Public or Private Elementary or Secondary school, Church, or Community Group within Area 2.

2. Handchimes will be loaned only once to a particular school, church or group.
3. Preference will be given to a new school district before another school within the same district.
4. Preference will be given to organizations with existing music programs.
5. Must be a member of Handbell Musicians of America [AGEHR], or willing to become a member of Handbell Musicians of America [AGEHR} if loan is approved.

## **Instructions**

Please type or print on the Handchime Lending application Form. Applications for the summer and the coming school/church year, opens March 1 of current year, and will remain open until all available sets have been allocated. Applications are processed in the order they are received determined by postmark or email date.

**Contact the Area 2 Education Chair about availability.**

## **General Information to include in Letter of Application**

1. Name of School, Church, or Organization
2. Name of School District (if applicable)
3. Complete Mailing Address
4. Contact Person's Name, Address and Phone Number and E-mail address

The Letter of Application must be on official stationery and should include as attachments the completed application form plus two supporting documents.

- One letter of support from the school principal, district administrator, pastor, church board or direct supervisor.
- The second document should include:
  1. The time period for which handchimes are requested.
  2. The reasons why handchimes are being requested.
  3. An explanation of how handchimes will be used in your music program –
    - a. If a handbell or handchime program already exists, how will the loaned handchime set support the existing program?
  4. A description of participants, including age levels if students, who will be using the handchimes in the church or organization.
  5. Evidence of director's training in handbell or handchime education
  6. A list of strategies for continuation of the program when the loan period is over.

The letter of application, completed application form and supporting documents may be emailed to the Area 2 Education Chair or sent by regular mail. Please make a copy for your records.