



# Handbell Musicians OF AMERICA | Area 4

*Florida, Georgia, South Carolina, Puerto Rico, the Bahamas and Virgin Islands*

## ***Handchime Loan Program Information***

The Board of the Handbell Musicians of America, Area 4 encourages schools, churches and community organizations in Florida, Georgia, South Carolina, Puerto Rico, the Bahamas and Virgin Islands to develop music education programs to include handchimes. To support the development of these music education programs, Area 4 offers the loan of a three-octave set of Chimes for the period of one academic year beginning approximately August 1 and ending June 30. Three recipients are selected by committee from the applications submitted by the posted deadline.

### ***Application Instructions***

1. Review list of responsibilities for Area 4, School, Church, or Community Organization, and Teacher/Director.
2. Download and print application (4 pages)
3. Fill out application including applicant's signature and signature of applicant's principal/supervisor
4. Include additional documents
  - A copy of applicant's résumé
  - A letter of personal recommendation from applicant's principal/supervisor
5. Mail completed forms and supporting documents to:
  - Marcia J. Brantley
  - 202 Caveson Dr.
  - Summerville, SC 29483

If you have additional questions or would like more information, contact:

Marcia J. Brantley, Chime Loan Program Coordinator  
E-mail: [education.area4@handbellmusicians.org](mailto:education.area4@handbellmusicians.org)  
Phone: 843-729-6275

***March 30***

## ***Area 4 Chime Loan Program Program Information***

The Area 4 handchimes are loaned for the period of one academic year.  
Academic year begins around August 1 and ends around June 30  
Interested schools/organizations must submit all requested application materials  
on or before March 30 deadline

Applicants will be notified by the end of May each year.

### **Responsibilities of Area 4:**

1. Provide a three-octave set of Malmark Choirchimes® or Schulmerich MelodyChimes® for one full academic year. (August 1 - June 30)
2. Provide the support of experienced mentors.
3. Provide a one year membership Handbell Musicians of America for school/organization.
4. After assessing the needs of the chime loan recipient Area 4 will provide materials to benefit that program.

### **Responsibilities of the School, Church or Community Organization:**

1. Include a handchime program as part of the regular schedule, with the same group(s) of students/participants for the period of the loan.
2. Provide necessary additional materials including: Music Stands/Notebooks, Tables, Foam Pads or protection from the table and additional music as needed. Suggested resource list will be supplied.
3. Provide proof of insurance coverage based on current replacement value of handchimes and cases while in the possession of, and in transit from school/organization back to Area 4 representative.
4. Provide for the safe return of the handchimes and any applicable Area 4 resources (including any copies made from reproducible material) to assigned Area 4 Board representative. If shipping is necessary, school/organization is responsible to pay postage, shipping, and insurance fees.

### **Responsibilities of the Teacher/Director:**

1. Implement a handchime program as part of the full music program for the school/organization.
2. Make use of Area 4 mentors and programs to learn proper handchime techniques and procedures for incorporating the instrument into the full music program.
3. Present the handchimes in concert or class demonstration open to the entire school/organization and/or public two or more times during the academic year

4. Try to attend at least one local/regional Handbell Musicians of America festival, conference, workshop or seminar during the loan period.
5. Develop a plan to continue a handchime program following the loan period.
6. Submit two written reports as described below:

Interim Report:

Suggestions for the interim report which is due on or before January 30, 2018:

- Description of the introduction and progress of the program
- Photos and other materials showing use of chimes by participants
- Outline of the planned use of the chimes for the balance of the loan period

Final Report:

Suggestions for the final report which is due on or before July 31, 2018:

- An evaluation of the impact of the loan on the music program at the school/organization.
- Supporting materials such as programs, photos and recordings of classroom activities or rehearsals, worship bulletins, performances, evaluations, etc
- List any Handbell Musician of America events that you attended.
- Describe plans and strategies for the continuation of a handchime/handbell program in your school/organization.

### **Copyright Restrictions**

Photocopying or reproduction by any mechanical means of copyrighted materials without prior approval of the copyright holder is strictly forbidden. Such duplication will result in the immediate cancellation of the loan and will require the immediate return of the handchimes and materials. If Reproducible materials are provided for your use, all copies must be returned to Area 4 representative.

*Please keep a copy of these sheets for your records*