

SwI STEM Equipment Delivery Participation Form 2024-2025



To be completed by each participating patron and signed by their building administrator or program director.

Patron Name:	<input type="text"/>		
School/Organization Name:	<input type="text"/>		
School/Organization Address:	<input type="text"/>		
City, State, Zip:	<input type="text"/>	County:	<input type="text"/>
Patron Primary Phone:	<input type="text"/>	Patron E-mail:	<input type="text"/>
School/Organization Phone:	<input type="text"/>	F/R Lunch %age (if school):	<input type="text"/>
Grade(s) Taught:	<input type="text"/>	Estimated Number of Students Taught Per Year:	<input type="text"/>
STEM Subject(s) Taught:	<input type="text"/>		
School/Program Start Time:	<input type="text"/>	End Time:	<input type="text"/>
		Time Zone:	<input type="text"/>
Administrator Name:	<input type="text"/>		
Administrator Email:	<input type="text"/>		

Statement of Assurances

Our school/organization is pleased to be a participant in the Southwest Indiana STEM Resource Center's Equipment Lending Program. As a building administrator/program director, I am aware that the instruments and other resources will be used in the educational setting by students. I understand that only students of the educator reserving SwI STEM resources may use the resources and any teacher wishing to use the service must also submit a separate reservation and patron form. In conjunction with the participating educator, I will see that the all SwI STEM instruments and resources are protected from indiscriminate student use, theft, and malicious damage by keeping the instruments and resources in a supervised area during usage and in a locked area when not in use. If instruments and resources are lost or damaged in any way (including packaging), a Lost/Damaged report will be filled out by the participating teacher and the SwI STEM representative will be notified immediately. Repetitive and/or excessive damage or loss will result in replacement fees and/or loss of lending privileges for the school/organization and educators(s) involved.

Disclaimer

Materials and activities included through the Southwest Indiana STEM Resource Center have been field-tested and are believed to be safe and accurate when used as written and under appropriate laboratory/classroom conditions. However, variation in local conditions may affect the outcome. It is recommended that all activities are teacher- tested for safety and reliability before being used with students in the classroom. It is assumed that good laboratory/classroom practices will be followed when using these activities. This includes but is not limited to the appropriate use of hand, eye, clothing protection as well as proper disinfection of equipment between individual student use.

Patron Signature:	<input type="text"/>	Date:	<input type="text"/>
Administrator/Program Director Signature:	<input type="text"/>	Date:	<input type="text"/>

Please return signed forms to:
SwI STEM Resource Center
University of Southern Indiana
8600 University Blvd.
Evansville, IN 47712

Form may also be scanned and e-mailed to: pdwalling@usi.edu