

Colville Tribe Curriculum Trunk Request Form

Name:

Date:

School District:

Title:

Email:

Phone:

Curriculum Trunks:

Select Grade Level: Elementary

Middle

High School

Are You?	Purchasing Trunk (\$1500)	Checking Out Trunk
If requesting, Select Period of Time Requesting:	1 Semester	Full School Year
Estimated number of Students using curriculum		

Colville Tribe Curriculum Books:

Book	# of Copies	Purchasing	Checking Out
Through History (\$9.98 Per Book)			
Wenatchi History (\$10.09 Per Book)			
Elk and Mouse (\$10.00 Per Book)			
Ribbon Skirt (\$8.00 Per Book)			
Coloring Book (\$8.00 Per Book)			Not Available

Description Book (\$8.00 Per Book)			
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Other Available Materials to Purchase:

Item	#	Purchasing Price
Aboriginal Territory Puzzle (56 Piece)		\$35.00 Per Puzzle
Sturgeon Puzzle (110 Piece)		\$14.00 Per Puzzle
Cowboy Puzzle (110 Piece)		\$14.00 Per Puzzle
Bear Puzzle (252 Piece)		\$16.00 Per Puzzle
Clear Sturgeon Sticker		\$1.00 Per Sticker
Clear Cowboy Sticker		\$1.00 Per Sticker
Square Buffalo Sticker		\$1.00 Per Sticker
Square Horse Sticker		\$1.00 Per Sticker
Bear Buttons		\$0.50 Per Button
Language UNO Cards		TBD

Trunk:

Size (Med \$120 or Large \$140)	Purchasing	Checking Out

***All Prices as of July 2023. Subject to Change.**

Print Name

Signature

Date

Policy and Procedure for Loaning Out Colville Tribe Curriculum

Trunks for K-12

Policy

Purpose:

This policy aims to provide guidelines for loaning out Colville Curriculum trunks to K-12 students in school districts near the Colville Reservation boundaries and Colville Aboriginal territories. The curriculum trunks are intended to enhance students' educational experiences and support their learning objectives.

Eligibility:

- a. Local school districts near the Colville Reservation are eligible to request curriculum trunks.
- b. Requests must be made by authorized school personnel, such as teachers, principals, or district administrators.
- c. School Districts located on or near the aboriginal territories of the Confederated Tribes of the Colville Reservation are eligible to request curriculum trunks but must pay for their own.

Curriculum Trunk Requests:

- a. Requests should be submitted in writing or through an approved online platform. The request must include the following information:
 - i. Name of the requesting school district
 - ii. Contact person's name, position, and contact details
 - iii. Desired loan period (start and end dates)
 - iv. Grade levels of students for whom the curriculum trunk is intended
 - v. Estimated number of students who will be using the trunk
 - vi. Desired subject or topic of the trunk
- b. Requests should be submitted at least 3 weeks prior to the desired loan period.

Loan Period:

- a. The standard loan period for a curriculum trunk is 1 Semester of a regular school year or 1 regular school year.
- b. Extensions may be granted on a case-by-case basis, subject to availability and the discretion of the lending institution.
- c. The lending institution reserves the right to recall a curriculum trunk before the agreed-upon return date if necessary.

Preparation and Return of Curriculum Trunks:

- a. The lending institution will ensure that curriculum trunks are properly prepared and stocked with relevant materials and resources before loaning them out.
- b. The lending institution may provide guidelines or resources to assist teachers in utilizing the curriculum trunk effectively.
- c. The borrower is responsible for the care and safekeeping of the curriculum trunk and its contents during the loan period.
- d. The borrower must return the curriculum trunk and all its contents in the same condition as received, taking care to repack items properly.

e. Any damages or missing items must be reported to the lending institution immediately.

Fees and Fines:

- a. There will be no fees associated with borrowing curriculum trunks.
- b. Late returns may result in fines or penalties, to be determined by the lending institution.

Availability:

- a. Curriculum trunks are subject to availability on a first-come, first-served basis.
- b. Priority will be given to School Districts within the Confederated Tribes of the Colville Reservation boundaries.
- c. Priority may be given to School Districts with demonstrated need or specific educational objectives.
- d. Each School District will be allowed to borrow 1 Colville Curriculum Trunk. Additional requests will need to be purchased by the schools.

Procedure

1. School personnel complete the curriculum trunk request form, providing all necessary details.
2. The request is submitted to the lending institution within the 3 week designated timeframe.
3. The lending institution reviews the request, confirms availability, and contacts the requester to arrange the loan period and set a date for a brief training session and review implementation plan.
4. The lending institution prepares the curriculum trunk and ensures it is adequately stocked with appropriate materials.
5. The borrower picks up the curriculum trunk from the lending institution or arranges for delivery if applicable.
6. During the loan period, the borrower utilizes the curriculum trunk for educational purposes as intended.
7. At the end of the loan period, the borrower returns the curriculum trunk to the lending institution, ensuring all items are accounted for and properly repacked. Borrower will also coordinate a follow up meeting with the lending institution.
8. The lending institution inspects the returned curriculum trunk and addresses any damages or missing items.
9. The lending institution updates its inventory and makes the curriculum trunk available for future loans.

I have read and understand the Policy and Procedure for Loaning Out Colville Tribe Curriculum Trunks for K-12 and agree to comply with it.

Print Name

Signature

Date

Colville Tribe Curriculum Trunk Items

Description	Qty
Medium Trunk	1
Large Trunk	1
Book of Legends	1
Coyote Stories	1
Wenatchee Valley and Its People	1
Vital Signs	1
Peace Warriors of America	1
Elders Speak: Stories Shared by My Mother & Aunt	1
Heart of the Palus	1
Weaving Baskets and Stories	1
The Kettle Falls Fishery DVD	1
Grand Coulee Dam Tribal Impacts	1
Salmon and the People: Chief Joseph Dam	1
Clyfford Postcard	1
Winters Tale DVD: Randy Lewis	1
Drum and Smudge Kit	1
Aboriginal Territory Puzzle	1
Sturgeon Puzzle	1
Cowboy Puzzle	1
Bear Puzzle	1
Clear Sturgeon Sticker	1
Clear Cowboy Sticker	1
Square Buffalo Sticker	1
Square Horse Sticker	1
Bear Buttons	1
Elk and Mouse Book	1
Coloring Book	1
Ribbon Skirt Book	1
Description Book	1
A River Lost	1
Resource Book	1

Weanatchi Book	1
Stickgame Set	1

*All items available to purchase by the CCT Youth Development Program have been listed on the Colville Tribe Curriculum Request Form. If interested in purchasing additional items, please contact Meghan Francis at meghan.francis.kyp@colvilletribes.com or x2469 or Kamea Pino at kamea.pino.kyp@colvilletribes.com or x2568.