

# Registration Form

## Artifact Box Exchange Network

2408 4<sup>th</sup> Street Charleston, IL 61920

FAX only: 217-508-4515

artifactbox@gmail.com OR abox@schooltransformation.net

www.artifactbox.com

### Registration Guidelines:

- Only one (1) registration per form – complete one form for each classroom exchange
- **Only the teacher involved should complete this form**
- Payment or purchase order must accompany this form
- Make checks payable to “Artifact Box Exchange Network”. MUST BE U.S. FUNDS ONLY
- Sorry - no telephone registrations accepted
- Orders must be received by the deadline:
  - FALL: September 30 SPRING: January 30
- **All spaces must be completed or this form will be returned to you**

### Please type or print all information neatly and clearly

I WISH TO RECEIVE: \_\_\_\_\_ one copy of the Teacher's Guide (\$15.00)  
\_\_\_\_\_ one classroom exchange (\$45.00)

PARTICIPATION SEMESTER (*check one*):

\_\_\_\_\_ Fall semester, 2018 **OR** \_\_\_\_\_ Spring semester, 2019

METHOD OF PAYMENT (include check or PO number): CHECK # \_\_\_\_\_

PURCHASE ORDER: # \_\_\_\_\_

Teacher's Name \_\_\_\_\_

School Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_ E-mail address \_\_\_\_\_

School Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (*optional*) \_\_\_\_\_

School Fax (\_\_\_\_\_) \_\_\_\_\_

Previous exchange states **for this teacher in past 2 years** \_\_\_\_\_

*We try not to match teachers with the same state within 2 years*

Grade level(s) of the students completing this one box \_\_\_\_\_

Best description of your group: \_\_\_ regular class \_\_\_ gifted program \_\_\_ Other

Previous exchange states **for this group of students** \_\_\_\_\_

*This is to prevent us from matching these students with the same school & state*

*You will be sent a letter to confirm participation prior to matching (Fall-Oct 22/Spring-Feb 22)*

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# FALL (SPRING\*) SEMESTER DEADLINES

Please read carefully and keep for future reference

### **Fall: September 30 (or Spring: January 30)**

**All registrations must be postmarked by this date to be accepted. All registration forms must be accompanied by a check or purchase order** and received by mail - sorry, no telephone orders can be accepted. **Please do not complete a registration for a teacher other than yourself.** You will be mailed your teaching materials approximately two weeks after we have received your registration and payment or purchase order. If you do not receive your materials within three weeks, please call. You may register for a future exchange at any time. You should begin your box as soon as you receive your materials. Please allow 6-8 weeks to complete your box.

### **Fall: October 22 (or Spring: February 22)**

**Confirmation contracts must be returned to the Illinois office by this deadline.** These confirmation letters will be included with the teaching materials or mailed separately. No one may confirm a registration for a teacher other than that teacher. Participants who wish to withdraw must notify the project directors by this date. Registrations may be transferred to a future exchange or refunds given (minus \$5.00 processing fees) only if notification is made before this date. **No teachers will be matched if this confirmation is not received by the deadline.**

### **Fall: November 15 (or Spring: March 15)**

By this date all confirmed participants will be mailed the name and address of his/her partner's classroom. Please allow one week for this mail to reach you. If you do not receive this information by the 22 of the month, please call. Teachers must contact their partners as soon as they receive this information.

### **Fall: November 30 (or Spring: March 25)**

On this date all participants must mail their completed Artifact Box to their partner classroom. **Do not mail your box until you have talked directly with your partner.** If you cannot contact your partner, please call us immediately. Do not change this date unless you have made an explicit arrangements with your partner. The students should use research and reference skills to uncover the mystery location.

### **Fall: January 29 (or Spring: May 10)**

This is the last day for teachers to return their Artifact Box and evaluation cards to their partner teacher. Please handle the box with care. Please remember that this box and all materials inside are only borrowed from your partner and must be returned in a timely manner. Many teachers reuse this box for future exchanges.