

Biology in a Box

New Box Keeper Information

Please PRINT the information requested below.

Box Keeper Name: _____

Email Address: _____

Personal Cell/Home Phone: _____

May we place this personal number as contact information on our website? **Yes** **No**

Box Keeper School: _____

County: _____

School System: _____

School Address: _____

School Phone: _____

School Fax: _____

Would you like to designate another Box Keeper as an alternate contact? **Yes** **No**

If Yes to the previous question, please provide the following information :

Alternate Box Keeper Name: _____

Alternate Box Keeper Email: _____

As a Box Keeper for my school system, I understand that my responsibilities include the following:

- Communicate with other teachers/administrators in my system to increase awareness of the presence and availability of the Biology in a Box program in our system.
- Loan Biology in a Box units, as available, to any teachers in my school system that request their use.
- Keep records of loans of units to teachers, including checkout and return dates, units and exercises used, etc., and share this information with Biology in a Box staff in the form of an annual report.
- Conduct periodic inventories of unit materials, and report any missing/damaged materials, or need for updates to Biology in a Box staff.
- If I leave my school or school system, a replacement Box Keeper **MUST** be designated, and Biology in a Box staff immediately informed so that our contact information can be kept up to date.
- Though not required, the Biology in a Box team recommends Box Keepers conduct periodic in-services in their own systems, to expose other teachers in the system to our program.

Signature: _____ **Date:** _____

