



**NEW JERSEY  
VIETNAM VETERANS' MEMORIAL**  
**VIETNAM ERA MUSEUM  
& EDUCATIONAL CENTER**

Dear Educator:

Thank you for your interest in renting a Traveling Trunk from the New Jersey Vietnam Veterans' Memorial and Vietnam Era Museum & Educational Center in Holmdel, New Jersey. The Traveling Trunk is a great way to bring the study of history alive in your classroom. The Trunk contains reproductions of documents and other authentic artifacts from the Vietnam War and the Vietnam era to help students visualize concepts.

Attached please find a list of frequently asked questions about the Traveling Trunks to help you learn more about this exciting educational program.

Please call our offices with any questions (732-335-0033 x. 104) or email me at [shagarty@njvvmf.org](mailto:shagarty@njvvmf.org). To make a reservation for the trunk please call me to schedule a rental period and arrange payment.

Thank you for your interest in the New Jersey Vietnam Veterans' Memorial and Vietnam Era Museum & Educational Center.

Sincerely,

Sarah Hagarty  
Coordinator of Education Initiatives & Resources

**New Jersey Vietnam Veterans' Memorial Foundation, Inc.  
1 Memorial Lane, PO Box 648, Holmdel, NJ 07733  
732-335-0033 \* Fax: 732-335-1107 \* [www.njvvmf.org](http://www.njvvmf.org)**

## Traveling Trunk Frequently Asked Questions

### 1. Why should I rent a Traveling Trunk?

The Traveling Trunk is a great way to bring the study of history alive in your classroom (or organization). The Trunk contains reproductions of documents and other authentic artifacts from the Vietnam War and the Vietnam era. The objects and documents for this trunk help explore answers to the essential question: *How does war affect soldiers, families, and nations?* The Trunk contains an educator notebook with several chapters and resources for assisting the borrower in teaching through its objects.

### 2. Who can rent a Traveling Trunk?

Anyone can rent a Traveling Trunk. Recommended parties who would benefit from this interactive educational program include: teachers, home schooled students, girl and boy scouts, senior centers, libraries, history organizations, and other similar groups.

### 3. Where can the Traveling Trunk be sent?

The Traveling Trunk can be shipped anywhere or picked up by the borrower. The borrower pays all shipping costs.

### 4. How much does it cost to rent the Traveling Trunk?

There is a flat \$50 handling fee to rent the Traveling Trunk for a two-week period. All additional shipping costs will be added to the total cost of renting the Trunk prior to the rental period. Borrowers can also choose to pick up and drop off the Trunk directly from the Vietnam Era Museum & Educational Center at no additional cost. More specifics on shipping costs and arrangements are included in the Traveling Trunk contract that is signed to confirm a reservation.

### 5. When can I pick up the Trunk from Vietnam Era Museum & Educational Center?

After signing a contract and confirming your reservation period you can pick up the Traveling Trunk on your scheduled Wednesday. Trunk reservations begin and end on Wednesdays. The Trunks may be dropped off/picked up Monday-Friday between 9:00 AM to 4:00 PM. Borrowers must call prior to drop off/pick up to ensure that Foundation staff is available.

### 6. How do I make a reservation?

Please call Katie Henry at (732) 335-0033 x.104 to sign up for a Traveling Trunk. You can also email her at [khenry@njvvmf.org](mailto:khenry@njvvmf.org). She will supply you with the appropriate paperwork to reserve a Trunk and reserve your rental period.

### 7. How early do I need to reserve a Trunk?

Interested parties should call at least two weeks prior to the time in which they wish to rent the Trunk. Traveling Trunks will be available starting October 2010. It is recommended to book as far in advance as possible. Reservations are made on first-come, first-served basis, and calendars fill up quickly. It's never too early to book!

### 8. What does the Traveling Trunk contain?

The first Traveling Trunk is called *Life & Times: Soldiers, Families, and Nations*. There are currently a total of three copies of this trunk available. In order to maintain the authenticity of the trunks, each trunk may slightly vary. However, the learning topics and lesson plans are the same. Objects may include POW/MIA bracelets, important military documents, photographs, military uniforms, Vietnamese artifacts, draft cards, dog tags, gas mask bags, and much more. An inventory list will be provided with your Trunk.

### 9. Does this program meet New Jersey Curriculum Standards?

Yes, the Trunk meets many New Jersey and National Curriculum Standards and a list is provided to you in the trunk's educator notebook.

**10. Will there be more topics available through the Traveling Trunk series?**

Yes, the Foundation staff is currently developing Traveling Trunks on Vietnamese culture and life in the 1960s.

**11. Is the Trunk only for people who have visited the Memorial and/or the Vietnam Era Museum & Educational Center?**

The Trunk is for everyone. If you have been to the Memorial and/or the Vietnam Era Museum & Educational Center, then the Trunk is a great activity to use to bring your experiences back home with you. If you have not visited the Memorial and/or the Vietnam Era Museum & Educational Center, the Trunk is a great way to learn about the history of the Vietnam War and Vietnam era and prepare you for a visit.

**12. What is the responsibility of the borrower for the contents of the trunk?**

Each borrower will sign a contract form to reserve the Trunk. The borrower in charge of the Trunk must sign the inventory sheet when receiving the Trunk and again prior to returning the Trunk. Objects and materials in the Trunk may be used as the instructor sees fit; however, please keep in mind that many students will be using the Trunk for years to come. Borrower is not liable for wear and tear on the Trunk as a result of normal use. They are responsible for the care and security of the Trunk while it is in their possession. Any damage/loss that occurs due to abuse of the Trunk or its contents is the responsibility of the borrower. There will be a flat rate of **\$50.00** charged the borrower for any damages as a result of abuse. If the entire Trunk is heavily damaged or is lost, the school will be charged the value of the Trunk: **\$500.00**.



## Traveling Trunk Rental Contract

*For schools picking up and dropping off the Traveling Trunk directly to the Vietnam Era Museum & Educational Center*

### Group Information

School/Group Name \_\_\_\_\_

School/Group Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

County \_\_\_\_\_

Age/Grade Level \_\_\_\_\_

Approximate Number of Students Using Trunk: \_\_\_\_\_

Group Leader's Name \_\_\_\_\_

Email \_\_\_\_\_

Group Leader's School Telephone \_\_\_\_\_

Home Telephone \_\_\_\_\_

This contract contains basic guidelines and regulations that must be followed in order to schedule a Traveling Trunk from the NJ Vietnam Veterans' Memorial Foundation, Inc. Due to the high demand for a limited number of trunks, we cannot hold dates without a signed contract and deposit. **To schedule your trunk, we must receive a signed copy of this form along with a \$35.00 non-refundable deposit no later than two (2) weeks prior to rental period requested.**

Your two-week rental period for the Traveling Trunk starts on \_\_\_\_\_ to \_\_\_\_\_ . Please call prior to picking up and dropping off your trunk.

The trunk must be returned to the Vietnam Era Museum & Educational Center on \_\_\_\_\_ by the borrower. The total amount for renting the Trunk is **\$50.00**. A non-refundable deposit of **\$35.00** is due at the time of contract signing. The remaining **\$15.00** is due in the Foundation office two weeks prior to the rental period. If the remaining balance is not paid at this time the Trunk will not be available. ***Please allow necessary time prior to your trunk rental for your school's financial personnel to process purchase orders. We cannot accept a purchase order as payment for the balance.*** Checks are payable to: New Jersey Vietnam Veterans' Memorial Foundation, Inc. If you are paying by credit card you may fax this contract for immediate payment to (732) 335-1107.

|   |                        |
|---|------------------------|
| <b>**Credit Card Number</b> _____   |                        |
| <b>Exp. date</b> _____ (American Express, Discover, Master Card or Visa accepted) |                        |
| <b>(V code#</b> _____)  |                        |
| <b>Billing Address for Credit Card</b>  |                        |
| _____   |                        |
| <b>Amount to be charged</b>   |                        |
| <b>\$</b> _____   | <b>Signature</b> _____ |

**Please carefully read each item below:**

1. If you must cancel, please call the NJVVMF (732-335-0033) at least two weeks before the trunk rental period. We will try our best to reschedule your rental period, however it is not guaranteed.
2. The teacher in charge of the rental must sign the inventory sheet when receiving the trunk and again prior to returning the trunk. Objects and materials in the trunks may be used as the instructor sees fit; however, please keep in mind that many students will be using the trunk for years to come. Borrowers are not liable for wear and tear on the trunk as a result of normal use. They are responsible for the care and security of the trunk while it is in their possession. Any damage/loss that occurs due to abuse of the trunks or its contents is the responsibility of the borrower. There will be a flat rate of **\$50.00** charged to the borrower for any damages as a result of abuse. If the entire Trunk is heavily damaged or is lost, the school will be charged the value of the Trunk, **\$500.00**.
3. This contract shall create a bailment for your exclusive possession and control of the traveling trunk and its contents. You are responsible for its care and supervision of its use, handling, display. Care should be taken in lifting or moving the trunk and supervising children of any potentially sharp objects.
4. The curriculum in the trunk may be reproduced for educational purposes only and must credit the New Jersey Vietnam Veterans' Memorial Foundation, Inc. Reproducing the curriculum for any other purpose is prohibited without written permission from the Foundation.

**Please sign and return to:** New Jersey Vietnam Veterans' Memorial Foundation, Inc.  
 PO Box 648  
 Holmdel, NJ 07733

**I have read the above information and agree to the terms and conditions within.**

|                                    |      |
|------------------------------------|------|
| Signature of Administrator         | Date |
| Signature of Teacher Renting Trunk | Date |