

## 2010 – 2011 TOPS Van Visit Program Memorandum of Understanding

School Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Teacher Name: \_\_\_\_\_ Email: \_\_\_\_\_

In submitting this application we are requesting access to the TOPS Van Visit program for the 2010 – 2011 school year. We have read and understood the **Guidelines for TOPS Van Visits** (see reverse). We understand that participation in the Van Visits depends on our agreeing to the attached guidelines and the following conditions:

- van visits for the year will commence when this signed contract is on file with TOPS.
- only teachers trained at one of the TOPS workshops are eligible to participate.
- participating teachers may request up to three van visits per year. Materials will be supplied to support eight to ten lab groups per class, and up to five classes per teacher.
- Teachers may view their confirmed reservations on the online calendar which is located on the TOPS website: <http://departments.oxy.edu/tops>
- all appropriate safety procedures and provisions will be followed.
- students will be appropriately trained and supervised by the TOPS teacher while using the equipment. This includes any safety training.
- accidental breakage will be covered by the program. Equipment loss or careless use of the equipment may result in revocation of borrowing privileges and/or van visits.
- participate in the evaluation portion of the TOPS program. Participation in this aspect of the program was a condition of participation in the summer workshop.

Principal signature/date: \_\_\_\_\_

Teacher signature/date: \_\_\_\_\_

**Send completed contracts to:**

**Occidental College  
TOPS Program (M-5)  
1600 Campus Road  
Los Angeles, CA 90041**

## Guidelines for the TOPS Van Visit Program

To participate in the TOPS Van Visit Program for 2010 – 2011, we understand and agree to the following guidelines developed by the TOPS Steering Committee for use of the TOPS kits:

1. Participating teachers will be able to schedule up to three TOPS van visits during the academic year (16 August 2010 – 17 June 2011). Sufficient materials will be supplied to permit eight to ten lab groups per class and up to five classes per teacher to carry out the labs. **Only those classes directly under the supervision of the TOPS teacher are eligible to participate, and only participating TOPS teachers are eligible to use the equipment.**

4. Reservations for van visits must be made in advance using the online reservation form located on the TOPS website. Teachers will receive confirmation of dates by email and all reservations can be viewed online. Teachers must contact TOPS by email ([tops@oxy.edu](mailto:tops@oxy.edu)) at least two weeks in advance to make changes to dates or number of classes.

5. The kits will be delivered to the teacher's classroom at a pre-arranged time. Reminders will be sent before the scheduled dates with the delivery and pick up times. **It is the responsibility of the teacher to be available at the time of delivery to verify that the equipment is complete, packed in the correct boxes, and in good condition when it arrives.**

6. Accidental breakage will be covered by the program. Equipment loss or careless use of the equipment may mean that borrowing privileges are revoked. The borrowing teacher is responsible for supervising the proper, safe use of all TOPS equipment.

7. The kits are intended to provide TOPS teachers with the equipment and supplies that are not typically available in the high school lab, but they do not supply everything needed. Teachers will need to review in advance the contents of the kits and the lists of items to be supplied by the teacher. If there is a particular item to which you do not have access, contact the TOPS office and we will try to assist you. Each box of a kit will be labeled with its specific contents. Equipment must be returned packed in the appropriate box, clean and complete.

8. The teacher is responsible for assuring that all appropriate safety procedures and provisions are followed. The teacher will instruct students in the proper use and care of the equipment, and the proper precautions to be taken with chemicals and equipment. Students will not be permitted to use the lending kit materials without supervision by the TOPS teacher.

9. Professional behavior is assumed: call or email to confirm, be on time for appointments, clean and pack equipment prior to the pick-up time, return equipment promptly and in good order.

Contact Information:

TOPS Program, Occidental College

Web: <http://departments.oxy.edu/tops>

Email: [tops@oxy.edu](mailto:tops@oxy.edu)

Phone (office): 323-259-2892

(cell): 323-573-3353