



Buffalo Trace Council

Program Supplies

Usage Form



This form must be completed and signed if you are checking out a Program Supplies for your unit from the Buffalo Trace Council office. Sphero Robots or Planetarium Dome must be used for your unit's recruitment purposes or program activities.

Request on behalf of (Name of Unit and Number):

Leader Information (Name and Title):

Address:

Phone #:

Cell Phone or other #:

**You're reserving: _____ Sphero Robots, _____ Planetarium Dome, or _____ Both
(if available)**

Checklist for Sphero Robots:

- Sphero Robots with Covers (15 total)
- Tablets (15 total)
- Charger Block
- Chargers (15 total)
- Bag of Pipes
- Rug Placemats (5 total)

Checklist for Planetarium Dome:

- * Dome/ Blower
- * Projector with Discs
- * Laser Pointer
- * Fan/Lamp
- * Rules/Warning Sign
- * Extension Cords

**Note: Planetarium Dome has a total weight of 70 lbs. and accommodates approx. 20-25 Scouts.
ALL equipment must be transported inside a vehicle.**

Requested Checkout Date and Time:

Requested Return Date and Time:

Time of Pickup and/or Return are preferred to be during business hours of Eykamp Scout Center

Must Complete a 15-minute training on How to Use the Sphero Robots and/or the Planetarium:
(Conducted during your pick-up timeframe. The person receiving the training must set up on-site during use.)

Condition(s) upon Return (*please note any issues*):

Liability: I hereby understand that our unit and leaders are directly responsible for the usage of BTC Program Supplies (Sphero Robots and Planetarium Dome). Any damage to the condition of BTC Program Supplies during our possession will be accountable to our unit. Repair and/or replacement costs may be assigned to our unit to return the equipment to the same condition, or better as compared to conditions upon acceptance.

Additional Information: I hereby understand that the Program Supplies must be returned with all equipment provided when borrowed at the mutually agreed upon return time. Furthermore, program supplies will not be left unattended, Scout Leader(s) must be present and two deep leadership applies when program supplies are in use.

Signature:

Date:

Council Approval Signature:

Date:

**Please report any issues immediately to the Buffalo Trace Council office at 812-423-5246. Additionally, please share photographs and tag our Facebook page (<https://www.facebook.com/buffalotrace.council/>) to help increase visibility.*