



National Service-Learning Clearinghouse Loan Agreement Form

831-438-4060

toll-free: 866-245-SERV (7378)

fax: 831-430-9471

The National Service-Learning Clearinghouse (NSLC) will pay for the costs of shipping materials via UPS to the borrower. We will fill requests for materials as quickly as possible.

Important Information:

The undersigned claims responsibility for the following:

- Replacement cost of materials damaged or lost by the borrower
- Notifying NSLC if materials are damaged when they arrive at your office
- Return of materials in adequate protective packaging
- Returning materials to NSLC by their due date (loan period is four weeks)
- Payment for return shipping via UPS, Federal Express, or USPS insured mail to NSLC

Borrower's signature: _____

Borrower's name and position: _____

Organization and/or project name: _____

Stream of service: Learn and Serve America Corporation for National & Community Service
 K-12 Higher Ed. Community-Based Organization Tribal Other _____

Shipping address (not P.O. Box): _____

City & State: _____ Zip: _____

Work phone: _____ E-mail: _____

Name of your Executive Director/Program Officer at the Corporation for National & Community Service: _____

Title: _____

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I have read and understand the above and agree to the terms stated. I authorize the above individual to borrow materials from NSLC. I understand that not following these procedures may lead to the loss of loan privileges. I will assume responsibility for any materials, in the event that they are lost or damaged, until returned to NSLC.

Note: Should be signed by an agency representative such as a Project Director or Supervisor.

Authorized signature: _____ Date: _____

Print name and position: _____

This agreement must be signed and returned to NSLC before materials may be borrowed. Please photocopy this form for your files.