

**American Red Cross – Jersey Coast Chapter
HEALTH & SAFETY SERVICES COURSE ANNOUNCEMENT FORM
(732) 493-9100 ext 1223 (732) 493-8871 fax**

Please complete the form and submit it at least **TWO** weeks prior to the start of the class.

All materials will be **available for pick-up at our Tinton Falls location** between the hours of **10AM – 3PM Mon – Weds & 9AM-5PM Thursday** (Note: Health & Safety Dept. is closed on Fridays).

The Jersey Coast Chapter is no longer stocking materials (except training kits)
For your convenience, we encourage you to order all materials from StayWell. This allows you to place orders 24 hours a day, 7 days a week with quick delivery. For more info please visit www.shopstaywell.com or contact customer service at: **800-667-2968**

Instructor _____ Phone _____

Address _____

Course name _____ Course location/date(s)/time(s) _____

Pick-up date _____ **Return Date** _____

If you DO NOT need any materials for rental, please check here. _____

Please note that instructors are NOT to 'library' materials and each course participant must be given their own materials and be allowed to leave with the materials as a future reference tool. Thank you.

EQUIPMENT RENTALS & SUPPLIES NEEDED

\$5.00 per manikin/day \$5.00 per DVD/day \$10.00 per AED/day

_____ Adult Manikins	_____ Child Manikins	_____ Infant Manikins	\$ _____
_____ DVD _____	_____ AED Trainers		\$ _____
_____ Other _____			\$ _____

Quantity	Item Stock #	Description	Price	TOTAL
_____	321224	First Aid Training Kit	\$1.00 each	_____
_____	321223	CPR Training Kit	\$0.75 each	_____
_____	321330	Combo Kits (FA&CPR)	\$1.50 each	_____
				Total Due \$ _____

By signing below, I fully understand that all equipment is in satisfactory working order and I will be held financially responsible for any damages that may occur.

Instructor's Signature _____ **Date** _____

To cancel the equipment rentals or a material purchase, you must notify the office at least **THREE (3)** working days prior to the pick-up date. Failure to do so may result in charge for the equipment/materials ordered. When renting equipment you are responsible for returning it on time and properly cleaned. Manikins will be given to you disassembled with sanitized faces and lungs. **Please remove the faces & dispose of the lungs before returning the manikins. There is an administration fee of \$10.00 per manikin if not removed.**

Course records are to be submitted no later than 10 working days of the course completion date.

The authorized provider fee is \$7.00 per student (**regardless of pass, fail or incomplete**).

We give school systems a discounted rate of \$5.00 per student (**this does not include school staff**).

Colleges and universities will be charged at the regular rate of \$7.00 per student.

Signature upon pick-up: _____ Date: _____ **TOTAL AMOUNT DUE:** _____

Signature upon Return: _____ Date: _____ Staff Signature upon Return: _____

Billing - PO# _____ Paid via Check # _____ Paid with Cash _____ Paid via Credit Card _____