



## The California Reading Association Professional Development Lending Library

### DVD Request Form

#### **Directions:**

- **Check availability of desired DVD(s) first:** email lyndag5158@aol.com
- Fill out a separate request form for each DVD requested.
- Enclose a check for \$25 (*non-refundable service charge*) for each DVD requested.
- Send a separate check for \$200 (*refundable deposit*) for each DVD requested.
- Make checks payable to **California Reading Association** and mail with request form(s) to:

**Lynda Griblin (CRA-PDLL)**  
**520 Tokay Avenue**  
**Escalon, CA 95320**

Reading Council \_\_\_\_\_

Your Name/Phone Number \_\_\_\_\_

Reading Council Office Held \_\_\_\_\_

Mailing Address (where DVD should be sent) \_\_\_\_\_

\_\_\_\_\_

Email Address (where print materials should be sent) \_\_\_\_\_

DVD Requested (Give full title and grade level) \_\_\_\_\_

\_\_\_\_\_

Event Date \_\_\_\_\_

#### **Terms and Conditions:**

1. There is **no charge** for use of the DVD. A \$25 **non-refundable** service charge, payable by check to California Reading Association (CRA), for print materials and shipping costs is required.
2. A \$200 **refundable** deposit, payable by separate check to CRA, is required and will be returned when the DVD has been received by CRA in good working order.
3. Upon receipt of \$25 service charge, print materials will be emailed to address specified above.
4. Upon receipt of \$200 deposit, the DVD will be sent to address specified above, to arrive within 10 - 14 days of the event date.
5. DVD must be mailed the first business day following the event date. **If not received by CRA within five business days of the event, \$200 deposit will be forfeited.**
6. There must be **no charge** for viewing the DVD at the event. Any charges for the event must be for other expenses (snacks, materials, handouts, facility fees, membership dues, etc.), **not for viewing the DVD.**

**I have read and agree to the terms and conditions stated.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_