



## **PULS-in-a-Box Loaner Program: Borrowing Guidelines**

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PULS-in-a-Box brings PULS’s hands-on lab directly to your classroom. Each ready-to-use box includes comprehensive lesson plans, all required lab materials, and step-by-step instructional video tutorials—so you can implement the unit with confidence. No prep. No cost. Just meaningful, hands-on STEM learning for your students.

### **1. Box Loan Period**

- Standard loan period: 4 weeks.
- Prior to the loan, an extension may be requested and is subject to availability.

### **2. Box Reservation Process**

- Reserve a Box through the PULS-in-a-Box Loaner Program Request Form <https://forms.gle/QVwktrn1U8U1LwBH9>
- Request well in advance so we can best accommodate your date of need.

### **3. Box Drop-off & Pick-Up Process**

- PULS team drops off and picks up the Box to/from the site.
- Drop-off and pick-up logistics are confirmed prior to the loan period.
- If necessary, the PULS Team can go over the contents of the Box at drop off.

### **4. During Load Period**

- Use materials only for educational instruction.
- Supervise students when using box materials.
- Keep the box materials clean, organized, and protected from damage.
- Do not substitute or remove components.
- Notify program contact immediately if materials are damaged or missing.

### **5. Prepare the Box for Return**

- Clean all reusable materials.
- Use the inventory checklist to verify all reusable materials are included.
- Record on inventory checklist if any items are missing or damaged.
- Repack box in original configuration.
- Place the inventory checklist on top inside the box.

*By submitting this request, you agree to follow the above conditions.*