

UTAH-IDAHO

SOUTHERN BAPTIST CONVENTION

RESOURCE/MEDIA KIT GUIDELINES

When checking out resources from Utah-Idaho SBC, please do the following:

- 1. Check to make sure you received everything that is listed to be in the kit.*
- 2. Start the study as soon as possible.*
- 3. Don't lend out the videos/DVDs, as they are very expensive to replace. Those who need to be caught up with the study need to view them at church or a leader's home.*
- 4. Take good care of the leader's guide and videos/DVDs, as others will be using them after you.*
- 5. As soon as you are finished with the study, please call Utah-Idaho SBC (Debbie Chidester) for instructions for returning materials to UISBC or forwarding them to the next church that has requested them.*
- 6. Please do not lend out the videos/DVDs to another church without checking with UISBC. We have a waiting list for some of the more popular kits. The UISBC must know who has each item and when they are finished in the event that another church has requested it and we have placed a hold on it for them.*

Thank you very much for your cooperation concerning the resources we have to loan out. Because they are so expensive, your help in taking care of them will enable us to make them available for more of our churches to use.

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PACKAGING

Please secure DVDs in their appropriate case and with a piece of tape prior to shipping! We have found they're easily dislodged and damaged! Thank you for your help in keeping these resources in top shape!