



## Portable Planet FAQs

### About Portable Planet

#### What is Portable Planet?

Portable Planet is a 35-by-26-foot vinyl map of North America designed for children and teachers to walk on and explore its many features. Portable Planet is produced and owned by the United States Geospatial Intelligence Foundation (USGIF), a 501(c)3 educational nonprofit that supports the geospatial intelligence tradecraft. The map is rented out to schools as an educational tool to be used in conjunction with geography curriculum and other areas involving spatial thinking.



#### How big is Portable Planet and how much does it weigh?

Portable Planet is 35 feet wide by 26 feet tall. Along with the main map, Portable Planet also comes with two smaller maps of Hawaii (40 inches wide by 28 inches tall) and Alaska (60 inches wide by 42 inches tall). Altogether, the maps weigh 63 pounds and the map case weighs 21 pounds. The case with the map enclosed weighs 84 pounds.

#### What age range is appropriate for Portable Planet?

USGIF believes participants in kindergarten through eighth grade are most likely be engaged with the map and its activities. However, USGIF does not limit the map to K-8 students. Individuals of any age, including adults, can enjoy the map!

### **Where do I put Portable Planet in my school?**

You will need a large **indoor** open space to house Portable Planet—USGIF recommends a gym, cafeteria, library, or any other open space inside a school. The map is NOT allowed for outdoor use.

### **Are there any rules to using Portable Planet?**

First and foremost, there are no shoes to be worn on the map. Shoes can create scuff marks and other wear and tear, which would negatively affect the longevity of the map. We recommend you tell participants to wear socks on the map. Additionally, no writing utensils, cleaning agents, sharp objects, food, or drink are to be on the map. Please see the “Damage” section (Page 4) of this FAQs document to read over the responsibilities and consequences if the map is damaged.

### **How do I obtain Portable Planet?**

Click the “Rent a Map” button on USGIF’s webpage [usgif.org/education/K-12/PortablePlanet](http://usgif.org/education/K-12/PortablePlanet) to be directed to the map rental form. Or email Lindsay Mitchell at [lindsay.mitchell@usgif.org](mailto:lindsay.mitchell@usgif.org).

## **How to Use the Map**

### **How do you use Portable Planet?**

Portable Planet is meant to be walked on (with no shoes, of course) and explored. USGIF offers an activity guide with specific games and curriculum related to geospatial intelligence. However, schools are welcome to use their own curriculum on the map as well. Portable Planet is meant to be a visual aid and educational tool, so please use it for those needs.

### **Do activities come with Portable Planet?**

Yes, USGIF created an activity guide with games and curriculum specific to geospatial intelligence. Activities range from 15 to 45 minutes, and each activity has a recommended grade level. The activity guide is available via Google Drive and a link may be sent to the school prior to the start date of its map rental.

### **What comes with Portable Planet when it arrives at my school?**

Portable Planet comes in one package, a large black hard case on wheels. Inside the case you will find the map, a checklist of what to do before and after using the map, and return shipping labels.

## **Pricing/How to Rent the Map**

### **How much does Portable Planet cost?**

USGIF has a set pricing structure for both USGIF Organizational Members and USGIF Non-Members. Please see prices below. A standard map rental is one week (five business/school days).

#### **USGIF Organizational Members**

- **Free for first week**
- **Shipping and handling: estimated \$200-\$500**
- \$200 for each additional week

#### **USGIF Non-Members**

- **\$500 for first week**
- **Shipping and handling: included in rental**
- \$200 for each additional week

#### **Adopt a School Program**

USGIF also offers an “Adopt a School” Program to provide funding for map rentals. Schools seeking funding for a map rental may add their names to the list for funding consideration by a USGIF Organizational Member. To add your school to this list, please contact Lindsay Mitchell at [lindsay.mitchell@usgif.org](mailto:lindsay.mitchell@usgif.org). Organizations seeking to sponsor a map for a school may refer to the “Adopt a School” program list.

#### **How can I place a rental order?**

Please visit [usgif.org/education/K-12/PortablePlanet](http://usgif.org/education/K-12/PortablePlanet) and click the “Rent the Map” button to start the map rental process.

### **Shipping**

#### **How will the map be delivered to the school?**

USGIF will set up the shipping and handling of the map by the carrier of USGIF’s choice. Shipping and handling fees will vary based upon the location the map is being delivered to and sent back from. If a school is within a 30-mile radius of USGIF Headquarters (2325 Dulles Corner Blvd, Herndon, VA 20171), USGIF staff will transport the map to the school. The shipping and handling fee will be waived, however, you will be charged a \$50 transport fee.

### **Payment/Billing**

#### **How do I pay for the rental of Portable Planet?**

A deposit payment of \$200 is due prior to shipping of the map. The deposit will be applied toward the balance due. Any money owed must be paid within 30 days of the rental date. A late fee of \$10 per month will be applied to any unpaid balance.

#### **What payment methods are available?**

You may pay by check, wire transfer, or credit card.

- **Check:** Please make the check out to USGIF and mail to 2325 Dulles Corner Blvd., Suite 450, Herndon, VA 20171.
- **Wire Transfer:** USGIF will provide the information to wire the money to our bank account.
- **Credit Card:** Please note there is a **3% processing fee** that will be added to your map rental total.

### **Is there funding available to supplement the cost of the map?**

USGIF has an “Adopt a School” program through which schools may receive funding from USGIF Organizational Members. Please notify Lindsay Mitchell at [Lindsay.mitchell@usgif.org](mailto:Lindsay.mitchell@usgif.org) to be added to the “Adopt a School” list and you will be notified if an organization becomes available to fund the rental of the map for your school.

## **Delivery**

### **My order has not yet arrived.**

USGIF will provide you with tracking information for your shipment. If the map has not arrived or there is a problem with shipment, please contact Lindsay Mitchell at [Lindsay.mitchell@usgif.org](mailto:Lindsay.mitchell@usgif.org) or 703-999-5954.

### **Can I cancel the map and get a refund?**

You must notify USGIF no later than two weeks before the start date of your map rental in order to receive a full refund of your deposit. If you notify USGIF less than two weeks from the start date of the map rental, you forfeit the deposit.

### **How do I fold the map?**

USGIF created a video as a visual aid for how to fold the map, which will be sent to you prior to your map rental. Please follow the video instructions because folding the map incorrectly could result in unwanted creases and damage.

## **Damage**

### **When the map arrived, it was damaged. What do I do?**

If before you use the map, you notice damage (rips, tears, holes, shoe scuffs, or markings from a writing utensil), notify USGIF immediately. If you do not notify USGIF before the use of the map, you will be held responsible for the damage.

### **What if the map is damaged during my map rental?**

After each map rental, USGIF inspects the map and the map case for damage. Damage includes rips, tears, holes, shoe scuffs, and markings from a writing utensil. If any of the following is found after your rental, you will be responsible for a damage fee, which will be determined by USGIF and its printing vendor.

### **How much is the damage fee?**

USGIF and its printing vendor will assess damage and determine repair costs. Treating the damage may range from a repair to a reprint of the map. A reprint of the map is estimated at \$3,200. Damage to the map case will also be assessed by USGIF, but a new map case is estimated at \$400.

## **Miscellaneous**

### **How can I share feedback after using Portable Planet?**

After your map rental, USGIF will send a survey to gather feedback on your experience with Portable Planet.



### **About USGIF**

USGIF is a nonprofit educational foundation dedicated to promoting the geospatial intelligence tradecraft and developing a stronger GEOINT Community among government, industry, academia, professional organizations, and individuals who develop and apply geospatial intelligence to address national security challenges. USGIF achieves its mission via its strategic pillars: Build the Community | Advance the Tradecraft | Accelerate Innovation.

For more information, please visit [www.USGIF.org](http://www.USGIF.org) and follow USGIF on [Facebook](#), [LinkedIn](#), and [Twitter](#).