



**PUTNAM/NORTHERN WESTCHESTER BOCES
2009 – 2010 ENVIRONMENTAL EDUCATION
SERVICES REQUEST**



FOR FIELD DAY TRIPS & RESIDENTIAL (OVERNIGHT) PROGRAMS ONLY

CHECK IF PREPAYMENT REQUIRED _____
 ☞☞☞(INVOICE MUST BE ATTACHED)☞☞☞

BOCES Contract # EE _____
 (entered by BOCES)

All information on this form must be complete, failure to do so will result in this form being returned to you.

Please Note: This is a shared services COSE_R which means that a program must be used by more than one district to be aidable.

DISTRICT INFORMATION

SCHOOL DISTRICT: _____ SCHOOL: _____ GRADE _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 PHONE: _____ FAX _____ E-MAIL _____
 NAME OF PERSON WHO SET UP PROGRAM/PHONE: _____

PROGRAM INFORMATION

CHECK TYPE OF PROGRAM: ___ Day Field Trip ___ Residential Program
 NAME OF FACILITY RESERVED: _____
 FACILITY ADDRESS _____
 FACILITY PHONE _____ FACILITY FAX _____
 DATE(S) OF PROGRAM: _____ FACILITY EMAIL _____
 TITLE OF PROGRAM _____

PLEASE WRITE A BRIEF DESCRIPTION ABOUT THE PROGRAM AND HOW IT WILL SUPPORT YOUR ENVIRONMENTAL CURRICULUM:

TOTAL # STUDENTS _____	PRICE PER STUDENTS \$ _____	TOTAL STUDENT COST	\$ _____
TOTAL # CHAPERONES _____	PRICE PER CHAPERONE \$ _____	TOTAL CHAPERONE COST	\$ _____

(State aid granted to 1 chaperone per 6 students)

PLEASE NOTE: A 15% administrative fee will be charged.
 Food and transportation are not aidable
 Cancellation fees are the responsibility of the district.

TOTAL PROGRAM COST	\$ _____
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AUTHORIZED SIGNATURES

BOTH SIGNATURES ARE REQUIRED or this form will not be processed and will be returned to you.

_____ Signature of Building Principal	_____ Date	_____ Signature of Business Administrator	_____ Date
_____ Please Print Name		_____ Please Print Name	

WHEN COMPLETED:

- Mail or Fax this copy to:
 Environmental Education State Aid
 Putnam Westchester BOCES
 200 BOCES Dr.
 Yorktown Heights, NY 10598
 Fax 914/248-2390
- Please keep a copy for your records!
- Questions: ceeoffice@pnwboces.org Ph. 914/248-2339

*This request **MUST** be in the Center for
 Environmental Education office
A MONTH prior to the program/trip.*