

PROGRAM REQUEST PROCEDURES FOR PROGRAMS LISTED ON PAGES 2 – 20

*Use these directions and the form on the next page
for the programs found on pages 2 - 20*

STEP 1: TEACHER REQUESTS A PROGRAM(S):

- a. Completes ONE form PER request (on the next page).
- b. Mail request form(s) no later than July 17, 2009 to:
*Center for Environmental Education Program Requests
P/NW BOCES
200 BOCES Drive
Yorktown Heights, NY 10598*

STEP 2: CEE SCHEDULES PROGRAM(S):

- a. The schedule is set up in August
- b. All of the confirmation letters for your school will be sent in one packet to your principal through the mail in late August. The principal will be asked to distribute the confirmation letters and return a signed voucher indicating receipt and distribution of the packet

STEP 3: TEACHER CONFIRMS THEIR PROGRAM(S):

- a. Upon receipt of your confirmation letter(s):
 - ⇒ Please make sure the teacher's names, number of students, times, dates, etc. are acceptable and all the information is correct.
 - ⇒ If there is a conflict, call or email Mary Catherine, at Madden; 845/225-9256 or ceeschedule@pnwboces.org ASAP.
 - ⇒ If everything is OK please:
 1. RECORD the date in your calendar.
 2. SIGN the bottom portion of the confirmation letter.
 3. SEPARATE and RETURN it to the Center for Environmental Education Office (address on confirmation letter).
 4. RETAIN the top portion for your records.
 5. FILE your "what to provide" and handouts (if any) in your lesson plan book the week before the program so you can refer to them and plan ahead.

COMPLETE FORM ON NEXT PAGE ►►►►►►►►

2009-2010 CENTER FOR ENVIRONMENTAL EDUCATION PROGRAM REQUEST FORM FOR PROGRAMS ON PAGES 2-20 ONLY

(Please use one form per program request)

Use this form only for the programs found on pages 2 - 20 ONLY

*You have the best chance of getting the dates you requested if you get your form in by July 10th,
as the bulk of the programs are scheduled in late July.*

Please complete ALL information to better help us process your form.

CIRCLE CATEGORY OF PROGRAM REQUESTED:

Nature Center pg. 2	School Site pgs. 3 - 4	After-School Programs pgs. 4
Sustainability Ed. Programs pgs. 5	Science 21 Alive pgs. 6 - 7	Overnights pg. 18
Special Fee-Based Programs pgs. 18 & 19	Items to Borrow pg. 20	

PRIORITY # ____ (If your requests are not prioritized, we will prioritize them.)

PROGRAM NAME _____

NATURE CENTER & OVERNIGHT GROUPS ONLY: PROGRAM # 2 _____

DISTRICT _____ SCHOOL _____

MONTH PROGRAM DESIRED _____ IDEAL DATE(S) _____

DATES/DAYS UNAVAILABLE _____

TIME PREFERRED _____ TIMES UNAVAILABLE (i.e. SPECIALS) _____

TIME SCHOOL BEGINS _____ TIME SCHOOL ENDS _____ LUNCH TIME _____

GRADE(S) _____ TOTAL # STUDENTS _____ TOTAL # CLASSES _____

PRINT NAMES OF ALL TEACHERS _____

CONTACT PERSON'S NAME: _____

CONTACT PERSON IS A: TEACHER PTO REP (CIRCLE ONE)

HOME PHONE: _____ E-MAIL ADDRESS: _____

(For use during scheduling or an emergency during the school year)

DO YOUR CLASSROOMS HAVE SMARTBOARDS? YES NO SOME DO/SOME DON'T

***ALL CONFIRMATION LETTERS
ARE ADDRESSED TO THE
TEACHER THE PROGRAM IS
SCHEDULED FOR AT THE
SCHOOL ADDRESS ONLY!***

**MAIL or FAX TO:
CEE REQUESTS
PNW BOCES
200 BOCES DR.
YORKTOWN HEIGHTS, NY 10598
FAX 914/248-2390**