



PUTNAM/NORTHERN WESTCHESTER BOCES

2009 – 2010 ENVIRONMENTAL EDUCATION SERVICES REQUEST FOR CONSULTANTS (IN SCHOOL) ONLY



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

DISTRICT: _____ SCHOOL: _____ GRADE: _____
 ADDRESS: _____ CITY: _____
 STATE: _____ ZIP: _____ TELEPHONE: _____ E-MAIL ADDRESS _____
 PROGRAM COORDINATOR: _____ PHONE _____

CONSULTANT AND PROGRAM INFORMATION

WHO WILL CHECK BE MADE OUT TO _____
 CONTACT PERSON _____
 MAILING ADDRESS _____

 PHONE _____ FAX _____ E-MAIL _____

Check if consultant is:
 a member _____ not a member _____
 of the NYS teachers retirement system
 If member, what is their status?
 ___ active ___ inactive ___ retired
 If active what kind of teacher are they? _____
**If this box is not completed,
 this form cannot be processed.**

FED ID OR SS # _____ DATE(S) OF PROGRAM _____

OF SESSIONS _____ TITLE OF PROGRAM _____

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

TOTAL # STUDENTS _____ PRICE PER SESSION \$ _____ TOTAL PROGRAM COST \$ _____

Please note: A 15% administrative fee will be charged. Cancellation fees are the responsibility of the district.

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:

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

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