Niagara Wheatfield VFT Request

This is a fillable form. Please enter the information then print it and send it to your district authorizer to sign. Then fax it to the ONBOCES Media Services Department at (716)731-4134. Or email it to Jessica Smith - jbsmith@onboces.org

Fill out a separate form for each virtual field trip session you are requesting.

Teacher's Name ________________________________________________________________

Email Address ________________________________________________________________

Telephone Number/Extension ____________________________________________________

School _______________________________________________________________________

Computer Technician's Name ____________________________________________________

Computer Technician's Email Address _____________________________________________

Computer Technician's Phone Number: ____________________________________________

Virtual Field Trip Site __________________________________________________________
(The place you are connecting with)

Program Name __________________________________________________________________

Date and Time Available _________________________________________________________

Other Acceptable Dates/Times ____________________________________________________
____________________________________________________________________________

What room will it be held in? ____________________________________________________

Number of students? (usually there is a limit) _______________________________________

Grade Level ___________________________________________________________________

Do you need to borrow video conferencing equipment? ______________________________

If so, where and who should it be delivered to? ____________________________________
____________________________________________________________________________

District Authorizer (please sign):
____________________________________________________________________________

Mary Ann Buch