

Medina VFT Request

Please print this form 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? _____

(avoid auditorium & gymnasium)

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

Grade Level _____

Do you need to borrow a Polycom Unit? _____

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

District Authorizer (please sign):

Business Official Sharon Zacher