

VFT Request for BOCES Teachers

This is a fillable form. Confirm with your supervisor that funds can be used for the program. Then email, fax, or send through inter-office mail to Jessica Smith in the Media Services Department.

Fax: (716)731-4134.

Email: jbsmith@onboces.org

Teacher's Name _____

Email Address _____

Telephone Number/Extension _____

Department _____

Building Location where VFT will take place _____

Virtual Field Trip Provider _____

(The place you are connecting with)

Program Name _____

Preferred Date and Time _____

Other Acceptable Dates/Times _____

What room will it be held in? _____

The video conferencing equipment will need to be connected to a projector, interactive whiteboard, or TV. Are any of these available in the room? Please specify which one: _____

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

Grade Level _____