



Facilities Request Form

Instructor Name _____ Proposal Title _____

1. What is the optimal teaching space and what are the bare necessities? Please keep in mind options like carpet or tile and individual desks or tables. These rooms are guaranteed to have walls, a roof, and a floor – no more. Space is very limited on the campus. The Kids U staff will do their best to get you a room that meets your needs. Please be specific.

Please Check the Appropriate Box or Boxes for Each Category

- | Visual Aids | Floor | Seating/Surfaces | |
|------------------------------------------|---------------------------------|--------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Chalk Boards | <input type="checkbox"/> Carpet | <input type="checkbox"/> Movable Desks | <input type="checkbox"/> Movable Tables |
| <input type="checkbox"/> Dry Erase Board | <input type="checkbox"/> Tile | <input type="checkbox"/> Non-Movable Desks | <input type="checkbox"/> Non-Movable Tables |
| <input type="checkbox"/> No Preference | | <input type="checkbox"/> Chairs Only | <input type="checkbox"/> No Preference |

2. Do you need the Extended Studies to provide any of the following?

What Days, Date, and Time M T W Th F Times: _____

Computer Labs – Please Specify if You Would Like a PC or Mac: _____

Science Labs _____

Special AV Equipment _____

Stage _____

TV & VCR _____

Video Camera _____

Overhead _____

Other _____

3. On the lines below please include any additional information needed to provide the appropriate classroom and equipment.



Field Trip Request Form

Instructor Name _____ Proposal Title _____

Are You Planning a Field Trip? Yes No

(A field trip constitutes admission fee and/or bus transportation. The class can walk anywhere within reason.) **Due to limited resources, we are trying to minimize all but necessary fieldtrips. It you would like to take a field trip that requires transportation, please explain your reason for a field trip and how it would benefit the class.**

Field Trip Details:

Is the trip: Half Day (8-Noon) Full Day (8-4)

Where: _____

Day and Date: _____

Purpose of the Trip: _____

What are the field trip learning goals for your students? _____

Time Location Opens: _____

Will it be a self-guided tour or a docent? _____

Cost of Guided Tour: _____

Admission Cost: _____

Transportation Needs: _____

What is the Expected Departure Time from Campus? _____

What is the Expected Return Time from Campus? _____

Who will be responsible for setting up field trip arrangements?

(Bus or Van transportation will be the responsibility of Extended Studies.)

Extended Studies Your self, the Instructor.

Please list any additional information which may be helpful: _____



Guest Speaker Request Form

Instructor Name _____ Proposal Title _____

Are You planning on having a Guest Speaker? Yes No

Keep in mind payment of any guest speakers should be considered in your supply budget.

If So:

Who will be responsible for setting up guest speaker arrangements?

Extended Studies Your self, the Instructor

Name of Guest Speaker: _____

Guest Speaker's Title: _____

Contact Information: Phone: _____ Fax: _____

Mailing Address: _____

E-Mail Address: _____

Purpose: _____

Which Day/Dates: _____

What is the Expected Start Time? _____

What is the Expected End Time? _____

Will they be Volunteering or Receiving Payment

If Receiving Payment, How Much? _____

Will they need a parking permit? _____

Please list any information which may be helpful:



Materials Request Form

Do you need any supplies? Please include size, quantity needed, and EXACT kind (i.e. 5 packages of 30 sheets of 8x11 1/2, assorted color construction paper, 2 1 1/2 inch wide masking tape, 30 Crayola watercolors 8 color pallet, 30 Bic blue fine ballpoint pens, etc). Please attach additional information if needed. Plan ahead so you will have what you need for the week. There will NOT be nightly shopping as in the past except for perishable items.

Supplies

Quantity	Size (Oz, lb, gal, etc.)	Description	Where to Find	Cost per Unit
Office:				
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Art:

_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____



Supplies

Quantity	Size (Oz, lb, gal, etc.)	Description	Where to Find	Cost per Unit
Food:				
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
Misc:				
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Any Additional Information: _____

If there are any perishables, please list the day you will need them by! Thank you!

