

**Madison Oneida BOCES
Exploratory Enrichment CoSer
(315) 361-5550**

**IN-SCHOOL EVENTS OR SPEAKERS
APPROVAL FORM**

Please use this form to get approval from your principal to schedule "In School" Exploratory Enrichment events for your building.

School Building: _____

Contact Name: _____ Phone: _____

Name of Speaker (s) & Address	Preferred Date	Approx. Total Cost
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Phone # and email of Speaker: _____

Requesting Teacher Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Procedure to follow after getting approval:

Fill in the information below -

- ◆ Number of performances you will need: _____
- ◆ Times for performances: _____
- ◆ Grades and number of students attending: _____

If you have called the speaker yourself to reserve the event, please write on the line provided the date you made the reservation. _____

If you have not called, I will call the speaker to see if they are available and get back to the contact person listed above and then make the reservations.

Return this form to Tracy Pulverenti – email at tpulverenti@moboces.org