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: ___________________

<table>
<thead>
<tr>
<th>Name of Speaker(s)</th>
<th>Preferred Date</th>
<th>Approx. Total Cost</th>
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Phone # and email of Speaker: ______________________________________________________

Requesting Teacher Signature: ___________________________ Date: ______________

Principal’s Signature: ___________________________ Date: ______________

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**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