



Sullivan County Board of Cooperative Educational Services

DISTANCE LEARNING

6 Wierk Avenue Liberty, NY 12754-2116
Telephone (845) 295-4000 Fax (845) 295-3407
Email distancelearning@scboces.org



**Virtual Field Trip or Videoconference Planning Form
2007-2008**

1. Sullivan BOCES continues to review many existing videoconferencing programs available through content providers (I.e. museums, science centers, etc.).
2. Participants are expected to make the initial exploratory communication with content providers.
3. Choose a program and a date. Fill out this form completely.
4. Debra Atkins, is responsible for all virtual field trips and videoconferences. Participating teachers are asked to complete a program evaluation for curricular content and technological appropriateness.

Name of Contact: _____

Organization: _____

Address: _____

Phone: _____ **E-Mail:** _____ **# of Participants:** _____

Content Provider: _____

Program Title: _____

Dates and Time (as cleared with content provider):

1. _____
2. _____
3. _____

Any additional information we should know: _____

Signature of Organization Contact: _____ **Date:** _____

Prior to approval a Room Use Form must be submitted.

Mike Sperano or Debra Atkins will confirm arrangements with you.

Approved By: _____ **Date:** _____

Elizabeth Huggler, Director of Distance Learning

Please fax **completed** form to 845-295-3407 or email a copy of **completed** form to distancelearning@scboces.org.

If you have any questions concerning the use of the Distance Learning Network, please contact Elizabeth Huggler, Director, Distance Learning at 845-295-4051.

Date of Conference: _____ **Time:** _____

Purpose: _____

Far End ISDN #/ IP Address: _____ **Telephone #:** _____

Our End ISDN #'s: [700-732-9293](tel:700-732-9293) **Telephone #:** [845-292-7900](tel:845-292-7900) Ext 119

Distance Learning Room School Facilitator: _____