

In-House Learning Session Request Form

Teacher Sign-Up Packet

Please remember scheduling of vendors must go through the PTA. In order to get lower prices that make it possible for the PTA to fund all the sessions, some sessions will be paired up with other classrooms on the same day. It works well if all classrooms for a grade level choose the same programs, *but this is not required*. Please communicate with your teaching teams to make this work for everyone. For scheduling or questions, contact:
education@mybenfranklinpta.org

How do I sign up?

1. **Select three sessions** (1st, 2nd, 3rd choices).
2. In the **Date Range/Comments** column, enter the date ranges (or even specific dates) in which you would like to schedule the session and times and if applicable any other special requests.
3. **Return** this form to the PTA as soon as possible to ensure we can get the dates you prefer. Please note that vendors need to be scheduled through the PTA and this form must be submitted for a vendor to be booked.

Teacher(s): _____ **Grade(s):** _____

Number of Students: _____

<u>Class/Workshop #1</u>	
Vendor:	
Dates Preferred:	1. _____ 2. _____ 3. _____
Times Preferred:	1. _____ 2. _____ 3. _____
Cost Estimate:	

Can this be scheduled with another class? _____

Building Use Needs: (Commons, Art Science Room) _____

Number of Parent Volunteers needed: _____

<u>Class/Workshop #2</u>	
Vendor:	
Dates Preferred:	1. _____ 2. _____ 3. _____
Times Preferred:	1. _____ 2. _____ 3. _____
Cost Estimate:	

Can this be scheduled with another class? _____

Building Use Needs: (Commons, Art Science Room) _____

Number of Parent Volunteers needed: _____

<u>Class/Workshop #3</u>	
Vendor:	
Dates Preferred:	1. _____ 2. _____ 3. _____
Times Preferred:	1. _____ 2. _____ 3. _____
Cost Estimate:	

Can this be scheduled with another class? _____

Building Use Needs: (Commons, Art Science Room) _____

Number of Parent Volunteers needed: _____