

In-House Learning AND Art Enrichment 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 of 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 for In-House Learning. Art Enrichment funds must be spent on a per-grade basis so each class in a particular grade is required to choose the same program(s). Please communicate with your teaching teams to make this work for everyone. For scheduling or questions, contact:

inhouselearning@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. **Specify In-House Learning or Art Enrichment** so funds are allocated from the appropriate budget (\$300 per classroom for In-House Learning and \$500 per grade for Art Enrichment for 2018-2019).
4. **Return** this form to the PTA as soon as possible to ensure we 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: _____

Vendor/Workshop Session: _____

Dates Preferred: 1. _____ **Times Preferred:** 1. _____

2. _____ 2. _____

3. _____ 3. _____

Cost Estimate: _____

In-House Learning or Art Enrichment (Circle One for Budget Allocation)