

**EDMONTON SCIENCE OUTREACH NETWORK
Scientist in the Classroom – Request Form**

Please familiarize yourself with ESON's procedures and your responsibilities by visiting our website --www.sciencehotline.ca/pdfs/speaker_procedure.pdf

To respect the privacy and time of the professionals who are volunteering their time to be in your classroom, please make all your requests through ESON. Do allow for 4 -6 weeks notice when booking a request so that ESON can find the perfect match as well as allowing the presenters to rearrange their workday.

Please also remember to discuss reimbursement for supplies used during the presentation or transportation costs with your speaker when they contact you.

CONTACT INFORMATION:

Teacher's Name: _____

Email: _____

Phone: _____ Fax: _____

We will contact you at work and via email, unless you indicate here _____

Best times to call: _____

School Name: _____

Full School Address: _____

School District: _____

Specific Curriculum Topic: _____

Grade Level: _____

Selected Concepts and Keywords: _____

Purpose of the Presentation: Check all that are appropriate.

- Introduce the students to new concept(s) Review the concept(s) already covered.
- Apply the curriculum to careers Special Event (ex Science Festival, Careers)
- Enhance and enrich the curriculum

Approx date range _____

Dates that are NOT good: _____

Time allowed per presentation: _____

Number of presentations: _____

Number of students per presentation: _____

Other Teachers involved: _____

Legal Responsibilities:

Edmonton Science Outreach Network Volunteers are invited guests into the schools and are not legally responsible for the discipline of the children. It remains the responsibility of the Teacher or a legally responsible adult to remain in the room or facility at all times and maintain discipline and safety throughout the entire visit of the ESON volunteer. Under no circumstance should an ESON Volunteer be placed in a situation where they are alone with a group of students or an individual student.

() I am aware of my Legal Responsibilities

School Newsletters, Feedback and Pictures:

If possible, please acknowledge the visit in your School Newsletter and let us know about it.

Do provide ESON with Feedback about the visit. Use our Online Forms at

www.sciencehotline.ca/forms.html , and Student Feedback Forms.

ESON invites you to take pictures of our Volunteers in action and email them to us.

() I have access to a digital camera and will take a couple of pictures.

Other Comments: _____

Signed _____

Dated _____

Return completed form via post, fax or email :

Edmonton Science Outreach Network esons@telus.net

11625-135 Street NW

Edmonton, AB T5M 1L1 FAX: (780) 453-2711

Or use the interschool truck mail for EPSB and ECSD

Address to ESON c/o St Mark's Catholic School

This form is available from our website: www.sciencehotline.ca

OFFICE USE ONLY:

Speaker's name: _____

Date of Visit: _____

Feedback Forms Received: Yes / No