

REQUEST PROCEDURES

Do you know?

You can access the Community Resources Request form online through the District Connection. Go to "Other Resources" and "Forms & Publications Library." Download the Community Resources Request Form. Fill it out completely and then get the signature/approval of your Principal or Principal's designee. Submit the Request form via fax or school mail. Please do not fax the Request form **and** send it via school mail as this may result in double-scheduling.

The Request form should be used when requesting field trips to a single location. This form should also be used when two or more locations are to be integrated into a single field trip. Use this form to request classroom speakers and assemblies.

All Requests for field trips, classroom speakers and assemblies should be submitted to the Community Resources department **at least** ten working days before the event date. Completed and signed Requests are only accepted and processed for the current school year.

Due to the increased number of field trips and classroom speakers requested during the late spring, all Requests for May activities must be submitted to Community Resources by April 15th.

If you have already scheduled, or attempted to schedule, a classroom speaker or field trip yourself, please do NOT send a Request form to Community Resources. It is also not necessary to notify Community Resources of prearranged field trips and classroom speakers. We do not have a need to know after the fact, as there is no action required from Community Resources for prearranged events.

Things to Remember

Sometimes teachers can schedule their own classroom presentations and/or field trips and buses. Each school is responsible for scheduling the following field trip sites only:

Alaska Dance Theatre
Alaska Junior Theater
Alaska Theatre of Youth
Alaska Zoo (**Specialty Tours and Programs requiring Zoo staff**)
Anchorage Ballet
Anchorage Community Theatre
Anchorage Concert Association
Anchorage Opera
Anchorage Symphony
Asian Alaskan Cultural Festival of Arts Performance
Children's Dance Theatre
Fort Richardson Challenge Course
Intensive Needs Fishing Opportunity, Great Alaska Sportsman Show
Movie Theaters
Out North Theatre
Starbase
TBA Theatre (Training Better Artists)
UAA Theatre & Dance
UAA Theatre for Young People

Events (field trips, speakers, etc.) when school is **not** in session
Prearranged field trips & speakers (**no action required by Community Resources**)
Salmon Dissection in the classroom (**contact Alaska Department of Fish and Game**)

ASD STUDENT TRANSPORTATION:

"Bus only" field trips
"Little Yellow" school bus safety

CAMPS:

Birchwood Camp
Camp Carlquist
Victory Bible Camp

OVERNIGHT FIELD TRIPS:

Alaska SeaLife Center (Seward)
Challenger Learning Center (Kenai)
Kenai Fjords
Train trip to Whittier

IMPORTANT: Teachers must assume the responsibility for arranging transportation (parent drivers and/or scheduling the bus online with ASD Student Transportation) for the above field trip sites **ONLY**.

All other activities are scheduled in the order in which the Requests are received by Community Resources. Requests are scheduled first-come, first-served; therefore it is mandatory that teachers submit a Community Resources Request form for activities relating to all parks, 5th Avenue Mall and Food Court, People Mover and H2Oasis Water Park. Submitting a Request form minimizes conflicts and overcrowding on any given day. Community Resources will automatically request the bus for you for field trips scheduled by Community Resources that are happening during the school day **AND** if you have checked the Bus box indicating who will pay for the bus. Remember to identify source of payment. Source of payment means who will pay for the bus, i.e., school, PTA, student/team funds, grant, etc.

Once Community Resources requests your bus, ASD Student Transportation will schedule the bus and email the bus confirmation to the Administrative Assistant at your school unless otherwise specified. The bus confirmation will have bus arrival and departure times.

Confirmation letters, evaluations and attachments, when applicable, will be sent via email as an attachment to the email. Please read the confirmation letter carefully and include the confirmed date in your lesson plans as this is the only confirmation / notification that you will receive. The times stated in the confirmation letter reflect the actual time a tour is scheduled to begin and end, or the actual time a speaker will be in the classroom.

Please note: The times stated in the confirmation letter have absolutely nothing to do with the time the bus will arrive at your school, but instead is a means to let the Resource and the teacher know the actual time a tour is scheduled to begin and end, or the actual time a speaker will be in the classroom.

If you have already scheduled a classroom speaker or field trip yourself, do **not** send a Request form to Community Resources. It is not necessary to notify Community Resources of **prearranged** field trips and classroom speakers. Community Resources does not have a need to know about the activity after the fact. There is no action required from Community Resources of **prearranged** events.

Support

Community Resources appreciates having the opportunity to support teachers and their instructional programs and activities. We look forward to a productive school year and invite teachers and resources to contact us if you have any questions or need assistance. Our phone number is 742-4146 and our fax number is 742-4137.