WASHINGTON STATE UNIVERSITY
BENTON COUNTY EXTENSION

PLANTS GROW CHILDREN SCHEDULING FORM

Date Received:

This form must be returned by Friday, March 16 with the Payment Agreement Form

School: _____

Address: _____

Phone: _____ **Best time to call:** _____

Person to contact for scheduling: _____

Send to: Plants Grow Children
WSU Cooperative Extension
5600E West Canal Dr.
Kennewick, WA 99336

To request a Plants Grow Children lesson, fill out the form below. Feel free to make copies of the second page if necessary. After all your interested teachers have completed the form, return it to our office. **Please Note: The absolute deadline for returning this form is March 16th.** Classes will be scheduled for presentation from April 9th to May 11th. We will start calling schools after March 16th to schedule classes.

Master Gardeners are volunteers. Scheduling depends on your class schedule and the volunteers' schedules and their availability. The sooner you get your forms in, the more likely you'll receive a class. Every effort will be made to meet all requests received by the deadline.

TEACHER (Please print) **Last Name, First Name**	**Room Number**	**GRADE LEVEL** (Indicate half-day kindergarten classes as separate classes, even if the teacher is the same, & indicate AM or PM)	**REQUESTED LESSON** (Be sure the class requested is the one designated for your grade's level... exceptions are only allowed for special needs classes and combined grade level classes.)	**STUDENTS/CLASSES WITH SPECIAL NEEDS** (Please Explain - developmentally challenged, Spanish speaking only, etc.)	**Number of Students in Class**	**Number of Spanish-Only Students in Class**

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Page # ____ of ____ pages.

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For office use only:

Date Form Received: _____

❒ Payment Agreement Form Received with Scheduling Form

Entered in Computer (date & name): _____

PO Number: _____ / ❒ Pay by Check / Other:_____