



ACELINK Program Request Form

ACELINK offers interactive video conference programs to teachers who want technology-integrated educational experiences for their students. Funds for these programs are provided by ACELINK through the support of the Allen County Education Consortium. Use this form to request programs from content providers that offer videoconference connections. If you have questions, contact Sandy Schaufelberger at schaufes@ipfw.edu or 260-481-0747.

Funds are available with the following stipulations:

- ACELINK member school educators/staff are eligible to request up to three FREE programs per semester.
- ACELINK assists with scheduling the programs and coordinating local technology support.
- ACELINK pays for the program(s). If there are additional charges for materials, the school needs to pay for these.
- You must invite another educator, administrator or staff to observe the program.
- You must fill out a program evaluation after the program is completed.

Fax this form to 260-481-6949

at least two-three weeks prior to requested program date.

Teacher First Name: _____ Last Name: _____

Teacher E-mail (very important): _____

School Building Name: _____ District: _____

Grade/Content Area: _____ Classroom Phone: _____

Number of Students: _____ Name of Observer: _____

Provider and Content Description

Title of Program: _____

Provider (not ACELINK); _____ Provider City/State: _____

Provider E-mail (if known): _____ Provider Phone: _____

Choose one scheduling option below

Program is already scheduled*.

I would like help with scheduling.

Please list date and time of program.

List 2-3 possible dates/times to schedule program.

** All invoices for programs must be sent to Sandy Schaufelberger, ACELINK Director at IPFW, 2101 E. Coliseum Blvd., Fort Wayne, IN 46805.*



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Curriculum Integration in Your Class

Are program materials available from this provider? Describe:

How does the program fit into your curriculum? What standard(s) does it help you meeting? List all that apply.

What are your plans to prepare the students for this virtual field trip/program?

How will you follow-up?

Any questions or comments?

Cost of program (from content provider web site): \$ _____

By submitting this form, you agree to follow through on this program, i.e. complete the pre-activities, participate in the program, and do the follow-up activities. You also need to notify your building technology support personnel and work with them to arrange for equipment and connectivity with the content provider. Finally, you are responsible for communicating any schedule and/or date changes or cancellations with the content provider.

I agree to these terms: _____ Yes

Date Submitted: _____

Applicant Signature: _____

Administrator Approval

Name: _____

Title: _____

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