

Office of Communications and Family Outreach  
Department of Family and Community Partnerships  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850



**RESOURCE REQUEST**

Request Number \_\_\_\_\_

**INSTRUCTIONS:** This request is for one resource for one topic at a time. **The request must be submitted 4 weeks in advance for a single event and 8–12 weeks in advance for large events.** Send form to 850 Hungerford Drive, Suite 50, Rockville, Maryland 20850; telephone 301-279-3100.

School name \_\_\_\_\_ City \_\_\_\_\_ School # \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher \_\_\_\_\_ Requester \_\_\_\_\_ Title \_\_\_\_\_  
*First Last*

Grade(s) \_\_\_\_\_ # Sessions \_\_\_\_\_ Total number of students \_\_\_\_\_ Total number of teachers \_\_\_\_\_ Total number of parents \_\_\_\_\_ Topic \_\_\_\_\_

Requested Resource Name \_\_\_\_\_ Specific Focus \_\_\_\_\_

Preferred date(s) \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_ Exceptions \_\_\_\_\_

Preferred Time: From \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ a.m./p.m. From \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ a.m./p.m. From \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ a.m./p.m.

**For large event, check (✓):**  Career Day  Science Fair  Other \_\_\_\_\_

Refreshments will be provided at the following time: \_\_\_\_\_

**TO BE COMPLETED BY CONNECTION RESOURCE BANK STAFF—CONFIRMATION OF RESOURCE**

Resource ( New) \_\_\_\_\_ M  F  Phone \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
*Title First Last ID #*

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ From \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ a.m./p.m. From \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ a.m./p.m. From \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ a.m./p.m.

Number of Sessions \_\_\_\_\_