

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.** Pony form to 451 Hungerford Drive, Suite 508, 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 _____ Topic _____

Requested Resource Name _____ Specific Focus _____

Preferred date(s) ____/____/____ ____/____/____ ____/____/____ Exceptions _____
1st 2nd 3rd

Preferred Time: From ____:____ to ____:____ a.m./p.m. From ____:____ to ____:____ a.m./p.m. From ____:____ to ____:____ a.m./p.m.
1st Choice 2nd Choice 3rd Choice

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 _____