

R E Q U E S T F O R M

ROUTE TO:

RELIGIOUS EDUCATION OFFICE ASSISTANT, BARB HEPPNER

TEACHER RESOURCE MATERIAL
(craft supplies, poster board, posters, copying,
etc.)

AUDIO VISUAL NEEDS - REFER TO SEPARATE FORM. (GREEN)

SET-UP - REFER TO SEPARATE SET-UP FORM. (BLUE)

CLERGY REQUEST - REFER TO SEPARATE FORM. (YELLOW)

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NAME _____

GRADE _____ ROOM NUMBER _____

ORGANIZATION _____

DATE & TIME MATERIALS ARE REQUIRED (**please use separate form for each week**) _____

NUMBER OF COPIES _____ NAME OF BOOK, BINDER ETC. _____

PAGE NUMBER _____ (**white paper will be used unless otherwise specified**)

TEACHER RESOURCE MANUAL (**please indicate classroom activities, family activities, etc.**)

PAGE _____ GRADE _____

CRAFT SUPPLIES _____

(please be specific; use back of this form if more room is needed)

MUSIC: SONG _____ TITLE _____ COMPOSER _____

CIRCLE: CD SHEET WORDS ONLY

AUDIO VISUAL REQUEST FORM

ROUTE TO:

RELIGIOUS EDUCATION OFFICE ASSISTANT, BARB HEPPNER

AUDIO VIUSAL EQUIPMENT

(VIDEOS, T.V., VCR, TAPE RECORDERS, CD PLAYERS, ETC.)

**ANY AUDIO VISUAL NEEDS FROM THE DIOCESAN OFFICE MUST BE ORDERED AT LEAST 2 WEEKS IN ADVANCE, REFER TO BLUE BINDER IN THE TEACHER RESOURCE ROOM. (WE DO HAVE A WIDE SELECTION OF VIDEOS HERE IN THE OFFICE.)

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NAME _____

GRADE _____ ROOM # _____

ORGANIZATION _____

TODAYS DATE _____

DATE MATERIALS ARE REQUIRED _____

AUDIO VISUAL MATERIALS NEEDED:

VIDEO NAME _____

VIDEO NUMBER _____

VIDEOS NEEDED FROM DIOCESAN OFFICE:

VIDEO NAME _____

VIDEO NUMBER _____

OTHER AUDIO VISUAL MATERIALS NEEDED: _____
