

WSWHE BOCES Virtual Field Trips

Procedures:

Step #1

- Arrange a date and time for the videoconference.
- To do this, building principal, liaison, or teacher will need to establish a free date/time with the provider.
- Next you will contact the distance learning room building to make sure the distance learning room is available and someone from the school can be there to operate the equipment.

Step #2

- Fully complete and sign the Videoconference Gateway Request Form and fax it to WSWHE BOCES at the number on the form.
- This is the request form for all videoconferences.
- We will make all of the technical arrangements once we get the form from you.

Step #3

- Once everything is set and confirmed at our end WSWHE BOCES will send a confirmation form back to the district.
- Someone authorized to approve the expense for the program will sign the confirmation form (the program charge and the video phone call).

Step #4

- Videoconference

Step #5

- The teacher and/or videoconference liaison will complete and return the program evaluation, which has been sent to all liaisons.
- WSWHE BOCES bills the district.