

**Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES**  
**Arts in Education (CoSer 410)**  
**Exploratory Enrichment (CoSer 412)**

**1. School Information**

School Contact Person:  
 School Building:  
 School District:

Contact Phone Number:  
 Contact E-mail:

**2. Program Information**

Program Title:  
 Program Type:  
 (Performance, Workshop, Residency, Field Trip, etc.)

Date(s) of Program:

**Please Check One:**

Arts in Education                       Exploratory Enrichment

**For Arts Programs please indicate the arts area addressed:**

Music     Drama     Dance     Literature     Visual Art     Media Art

Number of Student Tickets:                      Price per Student Ticket:  
 Number of Adult Tickets:                      Price per Adult Ticket:                      Total Cost:

**For Exploratory Enrichment Programs**

**Program Cost:**

**3. Vendor Information**

Vendor:  
 Phone Number/E-mail:

Contact Name:  
 Address:

**4. Approval Signatures**

\_\_\_\_\_  
 Building Principal

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Business Manager

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Superintendent of Schools

\_\_\_\_\_  
 Date

**Please note:** As of 7/1/2011, in order to receive BOCES aid on field trips outside of NYS, districts are required to pay for the transportation from their general fund budget.

**Send completed form and attachments to:** Darcy Peterson, Jefferson-Lewis BOCES  
 20104 State Route 3, Watertown, New York 13601

Please attach a copy of the vendor's flier and send along with this form at least **30 days before the event**. Upon receipt of this request, BOCES will prepare a contract with the vendor. The vendor will sign the contract and will send Jefferson-Lewis BOCES the invoice. The Business Office at the Jefferson-Lewis BOCES will pay the vendor and then bill back the school district on their monthly bill.