

Suffolk County Farm

Outreach Request Form

Suffolk County Farm & Education Center • Cornell Cooperative Extension of Suffolk County • We come to you!

Please note before you begin:

- Requests are not guaranteed and are subject to availability. Kaylyn Reynolds will contact you to confirm details once submitted.
- Requests must be submitted at least 6 weeks in advance.
- Since we're traveling to you, we'll need a few details about your site — see below.

ORGANIZATION & CONTACT INFORMATION

Today's Date

Outreach Request Date

Name of Organization / School

Address

Contact Name

Contact Phone Number

Contact Email

OFFSITE LOCATION DETAILS — WE'RE COMING TO YOU!

Program Location

☐

Indoors

☐

Outdoors

County

☐

Suffolk

☐

Nassau

On-Site Parking Available?

☐

Yes

☐

No

On-Site Contact (if different from above)

Description of Space (size, surface, shade, electrical access, nearest entrance, etc.)

GROUP & PROGRAM DETAILS

Grade of Students

Number of Classes Attending

Number of Students Attending — Breakdown by Class

Additional Class Info (e.g., special ed, self-contained, etc.)

Name of Program Requested

Time of Arrival

Time of Departure

ADDITIONAL REQUESTS

Scheduling & Travel Notes

- Nassau County locations: additional \$60 travel fee. Extra time beyond 30 minutes: \$60 per half hour.
- Large groups are responsible for breaking up into sections of no more than 25 people each.