

REQUEST FORM

Internet Safety Presentation

Contact Information

First name	<input type="text"/>	Last Name	<input type="text"/>
Phone	<input type="text"/>	E-Mail	<input type="text"/>
Organization	<input type="text"/>		
Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
County	<input type="text"/>	Date Request Submitted	<input type="text"/>

Presentation Details

Date	<input type="text"/>	Times	<input type="text"/>	# of Attendees	<input type="text"/>
------	----------------------	-------	----------------------	----------------	----------------------

Enter Only if Different Than Above

Address 1	<input type="text"/>		
Address 2	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
County	<input type="text"/>		
Additional Notes	<input type="text"/>		

Programs Requested (check all that apply)

<input type="checkbox"/> Parent Presentation	<input type="checkbox"/> Educator Presentation	<input type="checkbox"/> Student Presentation	Grade(s) <input type="text"/>
--	--	---	-------------------------------

Audio/Visual Equipment available at location ☐ LCD Projector ☐ Screen ☐ Laptop ☐ Audio ☐ Microphone

Tips for planning a successful Internet safety event:

For student presentations: allow enough time between assemblies for children to enter and exit the auditorium and to ask questions.

For parents and communities: combine the presentation with other, well attended events, publicize on the school website and local media. Use the schools email and automated telephone system to remind parents. Provide incentives such as a homework pass or extra credit to the children of parents who attend.

For educators: schedule the presentation for staff development training.