

# DATE REQUEST FORM FOR SCHOOL VISITS

## GEORGIA AG EXPERIENCE

A MOBILE CLASSROOM POWERED BY



GEORGIA  
FOUNDATION  
FOR AGRICULTURE

You must agree to the following statements to proceed with submission.

- Request must be submitted by a trained County Farm Bureau Coordinator. If you have not reviewed your county training guide and taken your 2022 assessment quiz, please do so first.
  - County Farm Bureau Coordinator must have submitted a quiz to proceed with the request.
  - Dates requested are not guaranteed. You can register at any time during your designated sign up period. Requests will not be approved until the sign up period has ended. You will be notified via email of the decision.
  - The Georgia Ag Experience visit fee is \$250 a day. The final fee will be calculated once the request dates are approved. A 50% non-refundable deposit is required at time of confirmation and due with 14 days of notice. The refund can only be made if the event is cancelled due to inclement weather, trailer maintenance, pandemic, or natural disaster.
  - Due to our supportive sponsors, subsidies are available for eligible organizations or schools to help cover up to 80% of the cost. The subsidy program is needs-based and invite-only. Upon approval of your date request, you will be notified if your organization or school is awarded the subsidy.
  - At least 1-2 additional county volunteers must attend the visit to support the county coordinator during the day. Online training is suggested for volunteers prior to the visit, but not required.
  - You and your visit location must be willing to allocate at least 50 minutes per student for the Georgia Ag Experience. (No short 15 min etc. The trailer activities are planned and take some time.)
- Agreement\* ☐ I have read and agree to the terms above.

## COUNTY FARM BUREAU DETAILS

### COUNTY OFFICE INFORMATION

Please list the details for the county Georgia Farm Bureau office that is submitting this date request.

COUNTY OFFICE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street Address

City

State

Zip Code

PHONE: \_\_\_\_\_

COUNTY: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

### FB COUNTY COORDINATOR MAIN CONTACT

The GAE main contact for the County Farm Bureau is typically the Office Manager.

FULL NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

Last

First

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DID YOU SUBMIT YOUR TRAININGS QUIZ? (Y/N) \_\_\_\_\_

### ADDITIONAL VOLUNTEER #1 (required)

At least one volunteer, in addition to the main contact/county OM, must be present at every day of the event and arrive early to help set up. A visit will not be approved if a volunteer cannot be present.

FULL NAME: \_\_\_\_\_  
Last First

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### ADDITIONAL VOLUNTEER #2 (optional)

FULL NAME: \_\_\_\_\_  
Last First

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## EVENT DETAILS

### ORGANIZATION/SCHOOL INFORMATION

ORGANIZATION TYPE: ☐ Elementary School  
☐ Community Organization  
☐ Other \_\_\_\_\_

NAME OF ORGANIZATION/SCHOOL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street Address

City

State

Zip Code

If approved, the trailer classroom MUST be parked on a flat, paved, level surface (no grass/dirt). Access to the event location must be large enough for a tractor trailer to easily enter and the exit the parking area. Will this be possible at the event location?

☐ Yes

☐ No

☐ Yes

☐ No

Has the Georgia Ag Experience visited your county in the past 3 years?

Has the Georgia Ag Experience visited your school/organization in the past 3 years?

☐ Yes

☐ No

Does the school/organization have any AG programming in place already?

☐ Yes

☐ No

Does the school/organization work with low-income individuals?

☐ Yes

☐ No

### ORGANIZATION / SCHOOL MAIN CONTACT

This will be the main contact for event details (like schedules, registration forms, additional activities) and the contact for delivery of the vehicle.

FULL NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_  
Last First

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## ORGANIZATION / SCHOOL LEADERSHIP CONTACT

Approval of the event is required prior to submission. Please list the contact info for an individual of the organization's leadership who has approved this visit request (i.e. School Principal, Organization Executive Director, District Manager, etc.)

FULL NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_  
Last First

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

## PROGRAMMING, DATE REQUESTS & FEES

### PARTICIPANT DETAILS

3<sup>RD</sup> GRADE STUDENTS: (TOTAL #) \_\_\_\_\_ 3<sup>RD</sup> GRADE CLASSES (TOTAL #) \_\_\_\_\_

4<sup>TH</sup> GRADE STUDENTS: (TOTAL #) \_\_\_\_\_ 4<sup>TH</sup> GRADE CLASSES (TOTAL #) \_\_\_\_\_

5<sup>TH</sup> GRADE STUDENTS: (TOTAL #) \_\_\_\_\_ 5<sup>TH</sup> GRADE CLASSES (TOTAL #) \_\_\_\_\_

### FEE CALCULATION

TOTAL NUMBER OF STUDENTS: \_\_\_\_\_ NUMBER OF DAYS NEEDED: \_\_\_\_\_

TOTAL NUMBER OF CLASSES: \_\_\_\_\_ ESTIMATED FEE: \_\_\_\_\_

NAME/PARTY TO BE LISTED ON INVOICE: \_\_\_\_\_

### DATE PREFERENCES

Please review the available dates for your district. Submissions not within the correct time frame will not be reviewed. Do not list any duplicate dates. We need 3 different sets of dates.

PREFERRED DATE(S) #1: \_\_\_\_\_ PREFERRED DATE(S) #2: \_\_\_\_\_ PREFERRED DATE(S) #3: \_\_\_\_\_

ARE THE ABOVE DATES FLEXIBLE? ☐ Yes  
☐ No

IF YES, PLEASE LIST ANY DATE RANGES THAT ARE NOT AN OPTION:

*While the Georgia Ag Experience aims to make every attempt for successful visits, we cannot guarantee the delivery of the trailer and staff at every visit. Due to the nature of a traveling trailer, maintenance, weather, and other unforeseen circumstances, cancellations may take place. We reserve the right to change this policy at any given time, of which you will be promptly updated.*