



**VISITING SCHOLARS PROGRAM REQUEST FORM**  
*for students Grades 1 – 12*

Program Date \_\_\_\_\_ Time \_\_\_\_\_

Program Topic \_\_\_\_\_

Visiting Scholar \_\_\_\_\_ Teacher \_\_\_\_\_

School Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Alternate phone \_\_\_\_\_ Cell \_\_\_\_\_

Email\* \_\_\_\_\_

\*Important: If you do not have an email address, please provide one for a school administrator who can receive and print your program materials.

Estimated # of Students \_\_\_\_\_ Grade(s) \_\_\_\_\_ Location of program \_\_\_\_\_

Briefly describe the objectives you hope to accomplish with the visit and how the scholar's presentation will fit your curriculum goals.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is a free program. There is no cost to your school, however, the National Endowment for the Humanities requests information on the time and services contributed in-kind by the teacher and school toward the implementation of the program. Please provide the following information:

- a. How much time did you spend in the planning, implementation, and evaluation of the program? # of personnel x # of hours x \$26 = Total  
 \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_
  - b. If you will use a classroom for the program, fill in \$75.00 \_\_\_\_\_
  - c. If you will use an auditorium for the program, fill in \$200.00 \_\_\_\_\_
  - d. If you made photocopies for the program, fill in amount (\$.10 x # of copies) \_\_\_\_\_
  - e. If you will use a (digital) slide projector, fill in \$30.00 \_\_\_\_\_
  - f. If you will use a DVD player, fill in \$100.00 \_\_\_\_\_
  - g. If you are renting a film, fill in the actual cost of rental \_\_\_\_\_
- TOTAL** \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please submit this request form at least ONE MONTH prior to the program to:**

Delaware Humanities Forum, 100 West 10<sup>th</sup> Street, Suite 1009, Wilmington, DE 19801  
 Fax: (302) 657-0655 Phone: (302) 657-0650 or (800) 752-2060