



Coast Mountains Board of Education School District 82

3211 Kenney Street, Terrace, BC V8G 3E9
Tel. (250) 635-4931 or 1-855-635-4931 • www.cmsd.bc.ca

First Nation Resource Centre - Hazelton

2725 Highway 62, PO Box 300, Hazelton, BC V0J 1Y0 Telephone: (250) 842-5214 Ext 3121

Role Model Request Form (two pages)

Part I - Request Form (completed by the teacher) and email to fnrc-h@cmsd.bc.ca

| | | |
|---|---|---------------------|
| Teacher: | Phone Local: | Room Number: |
| School: | Grade: | Number of students: |
| Theme/Subject: | Role Model Name: (if you have a specific request) | |
| Expectations of Role Model above and beyond the activity: | | |
| | | |
| Anticipated Activity: | | |
| | | |
| | | |
| | | |
| Date/Time Requested: | Date/Time Requested: | |
| Option 1: _____ | Option 2: _____ | |
| Principal's Signature: | | |

Part II - Confirmation (completed by the Role Model Coordinator)

| | | |
|--------------------------|-------------------|---------------------|
| Role Model's Name: | | |
| Prep Time Hours: | Class Time Hours: | Total Hours Worked: |
| Coordinator's Signature: | | Amount (\$) |

Part III - Payment Authorization (District)

Approved by: _____ **GL Code:** 108-131-32000-51

*Procedures on reverse



Procedures to book a Role Model

- A Teacher completes the top portion of the Role Model Request Form and gives or emails to the Role Model Coordinator for action

- B Coordinator contacts Role Model to arrange:
 - 1. Date and time verification

 - 2. Prep work required (*if any*)

 - 3. Materials required (*if any*)
 - who is purchasing materials if they are required?
 - keep all receipts

- C Does Role Model have transportation to the school?

- D Coordinator communicates information back to teacher after verification with the Role Model