**VIRTUAL FIELD TRIPS**

**WHAT IS A VIRTUAL FIELD TRIP?**

A Virtual Field Trip (VFT) utilizes video conferencing equipment (located in the STEM Classroom) to allow students to connect with locations around the world. You can take your students to a zoo, a museum, a historical location, another school and more all across the United States as well as in other countries. While using the video conferencing equipment students can see the presenter at their location and the presenter can see and interact with the students. The process is similar to a SKYPE or Facetime experience.

**HOW LONG DOES A VIRTUAL FIELD TRIP TAKE?**

The time frame differs for each VFT and is determined by the provider. In general, they tend to last an hour or more. In addition, many providers offer suggested before and after trip activities for your students.

**HOW MUCH DOES A VIRTUAL FIELD TRIP COST?**

The cost of the VFT is determined by the provider, i.e. the zoo or museum. They tend to range from free to $200. The NFCSD has a small budget available.

**HOW DO I SIGN UP FOR A VIRTUAL FIELD TRIP?**

The first step is to find a VFT location that is relevant to your student’s learning experience. You should visit the [ON BOCES website](http://dl.neric.org/Videoconferencing/Content_Provider_List_Subject.htm) for a list of providers. Pay attention to the class size limits that each provider has set.

The second step is to fill out a VFT request form. This form is also found on the [ON BOCES website](http://www.onboces.org/services.cfm?subpage=177). You should submit this form to Darlene Sprague at Central Office for approval AT LEAST 3 WEEKS IN ADVANCE. If approved, you will be contacted by someone from ON BOCES and possibly by the provider as well. When selecting dates, check the availability of the STEM Classroom

The third step is to book the STEM classroom for the date/time of the VFT.

**WHAT SHOULD I DO TO PREPARE MY CLASS FOR THE VIRTUAL FIELD TRIP?**

The following are some suggestions for preparing students to participate in the VFT:

* Discuss the purpose of the VFT, what students can expect to experience
* Complete any pre-visit activities
* Discuss the video conferencing equipment – students will need to speak confidently when asked so that the presenter can hear, one speaker at a time
* Discuss how the students will be held accountable for their time

**WHAT DO I DO THE DAY OF THE VIRTUAL FIELD TRIP?**

Randy Rieker and/or Ronni McGrath will prepare the video conferencing equipment for your VFT. You will simply need to bring your students to the STEM classroom with all required materials 10 minutes before the scheduled start time.

**WHO SHOULD I CONTACT WITH QUESTIONS ABOUT VIRTUAL FIELD TRIPS?**

Ronni McGrath – STEM Coordinator: rmcgrath@nfschools.net

Ray Granieri – Administrator for Information Services: rgranieri@nfschools.net

\***Generic CILC Login:**  
Username: onboces  
Password:  onboces

Niagara Falls VFT Request

Please fill in this form and send it to your district authorizer (Ray Granieri) to sign. Then fax it to the Orleans/Niagara BOCES at (716)731-4134. Or email it to Jessica Smith: jbsmith@onboces.org

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teachers Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TelephoneNumber/Extension:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Virtual Field Trip Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date and Time Available:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Acceptable Dates/Times:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Students (Sometimes there is a limit):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade Level:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What room will the program be held in?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Cost:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Technician:\_\_ Ronni McGrath\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_ [rmcgrath@nfschools.net\_\_\_\_\_\_](mailto:rmcgrath@nfschools.net______)

Phone: \_716-2789140\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ON BOCES will take care of scheduling and billing of programs. If you have any questions, please contact Jessica Smith at 1-800-836-7510 Ext: 3774 or

jbsmith@onboces.org

District Authorizer

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Ray Granieri