Reap the rewards of well-prepared students engaging with living literature.

Request for Poet Visit

*This form must be filled out completely in order to book your visit with a poet.* It is designed, in part, to replace a planning meeting and save time for both you and the visiting poet. The more details you provide, the better overall experience we can offer your students. Fax completed forms to: Attn: Renee Angle, 520-621-5566. If you have questions about this form, call Renee at 626-9625.

1. School Name: ________________________________________________________________

2. Lead Teacher Contact Name: __________________________________________________

3. Lead Teacher cell phone number: ______________________________________________

4. Lead Teacher email address: __________________________________________________

5. Administrator Name/phone number/email: ______________________________________

6. Office Manager name/phone number/email: _____________________________________

7. Other participating teacher name/phone/email: ____________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
   ____________________________________________________________________________
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Would you like the visiting poet to work with small groups (30 max at a time) or would you like him/her to deliver assembly style performances (250 students max)?

Please circle one: Coaching sessions/Assembly Performances

Please list three day/time preferences for a poet to visit your school. Please note poets can visit school sites on Fridays only for 7 hours. We cannot accommodate multiple trips. We use these dates and times to assign a poet to your school. Please make sure they are as accurate as possible.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Please list three day/time preferences you are available for a phone meeting with visiting poet and Poetry Center staff. All meetings must happen at least 1 week prior to poet visit.

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

What will students be learning/studying prior to the poet visit?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

How does Poetry Out Loud impact your Language Arts curriculum?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

How will you prepare students for Poetry Out Loud and/or a visit from a poet?

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
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**Cost of Residency**

1. **The residency package is offered to schools in Southern Arizona for FREE but the poets you work with are paid** through funding from the Arizona Commission on the Arts and the Poetry Center.

2. Schools are not required to host a poet in order to participate in Poetry Out Loud. A residency package is defined as a one-day (7 hour) visit from a practicing poet (or teaching artists, as we sometimes refer to them).

3. We pay the poets who visit your schools for their services. This is how they earn their living. If schools would like more time with a poet, we encourage you to contract with the poet directly and pay them for their expertise.

**Classroom teachers can expect visiting poets:**

1) To be respectful of school and classroom guidelines and culture.
2) To be on time and prepared.
3) To communicate in clear and timely fashion via email & phone.
4) Plan a lesson or coaching session to suit your student’s needs.
5) Alter, change, modify their teaching methods and content based on your feedback and what is in the best interest of your students.

**What Teaching Artists & Coaches need from classroom teachers:**

1) Specific goals for visit.
2) Date and time preferences for visit.
3) Directions for parking, protocol for checking in and out of the school.
4) A cell phone contact if they get lost or need to change plans last minute.
5) Presence in the classroom at all times.
6) Oversight of classroom management.
7) Manage # of students participating for each workshop. (Please refer above for caps on all workshops and assemblies).

**Other Things to Know about this Resource**

- In order to receive a residency or poet visit, lead teachers participate in a planning meeting via phone, and communicate to other teachers at their school the information provided to them by the Poetry Center and their visiting poet. Teacher Initials: ____ / Teacher Initials: ____
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- For the 2015-2016 year the Poetry Center is able to offer 13 school visits and will award these visits on a first come first serve basis. Registration opens August 10 and closes October 30th. We cannot accept requests for residencies after registration closes.
  Teacher Initials: ____ / Teacher Initials: ____
- Visiting poets cannot: judge classroom or school competitions, be the only teacher in the classroom at any time, be responsible for classroom management issues, tutor students on writing skills, guide students in writing academic papers, teach stand-alone creative writing activities that do not correspond with the POL program. Teacher Initials: ____ / Teacher Initials: ____
- We know that schools are likely to have more students participating in the program than can reasonably be accommodated by teaching artists and coaches. Deciding how to make use of this resource can be difficult. Some suggestions about how to make best use of this resource are listed in the Best Practices document available at poetry.arizona.edu/POLresources. Teacher Initials: ____ / Teacher Initials: ____
- In order to best prepare students for a poet visit from your classroom, please download the teacher guide available at poetry.arizona.edu/POLresources and work towards implementing some of the lessons/strategies prior to a visit. Teacher Initials: ____ / Teacher Initials: ____

I have read “Poetry Center’s Poetry Out Loud Request for Poet Visit” document and understand how I can use a poet visit at my school or in my classroom and how I can best prepare students for a poet visit.

Lead Teacher Signature: __________________________ Date: __________________

Participating Teacher Signature: __________________________ Date: __________