



THE UNIVERSITY OF ARIZONA
POETRY CENTER

Request for Poet Visit

This form must be filled out completely in order to book your visit with a poet. Fax completed forms to: Attn: Renee Angle, 520-621-5566. Or, email form to angler@email.arizona.edu. If you have questions, call Renee at 520-626-9625.

Please circle one:

I am filling this form out for myself only.

I am filling this form out for all the teachers at my school.

School Name: _____

Lead Teacher Name: _____

Lead Teacher cell phone number: _____

Lead Teacher email address: _____

Administrator Name/phone number/email: _____

Office Manager name/phone number/email: _____



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List **ALL** participating teachers

Name	Cell phone	Email

Please circle one:

I am requesting the visiting poet work with small groups to coach individual performances. **(30 max per class period).**

I am requesting the visiting poet deliver assembly style performances **(250 students max per class period).**

Please list three day/time preferences for a poet to visit your school. **Please note poets can visit school for 7 hours on one day. Due to funding restrictions, 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.

<i>Date:</i>	<i>Times:</i>



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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?

Where will students be in their process of creating poem performances when the visiting poet arrives?



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Visit Expectations

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).

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. **Teacher Initials: ____ / Teacher Initials: ____**

If schools would like more time with a poet, we encourage you to contract with the poet directly and pay them for their expertise. **Teacher Initials: ____ / Teacher Initials: ____**

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: ____**

For the 2016-2017 year the Poetry Center is able to offer 13 school visits and will award these visits on a first come first serve basis. Registration closes October 31. 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: ____**



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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: _____

Participating Teacher Signature: _____ Date: _____

Participating Teacher Signature: _____ Date: _____

Participating Teacher Signature: _____ Date: _____

Participating Teacher Signature: _____ Date: _____

Participating Teacher Signature: _____ Date: _____