



BOCES Exploratory Enrichment (BEE) Request Procedure

PLEASE NOTE: In order for state aid to be received, Exploratory Enrichment activities must be shared by a minimum of two districts with the same vendor during the school year.

Please see the BEE Shared Event Listing.

- 1) Determine that district has signed up for the *Arts in Education & Exploratory Enrichment* service (CoSer).
- 2) Contact program or event (e.g. Seneca Park Zoo, Rochester Museum of Science Center, Ganondagan, etc.) to investigate program and alignment to curriculum and standards.
- 3) Establish date, time and cost and make the event reservation.
- 4) Complete BOCES **(BEE)** form – *with required signatures*.
- 5) Submit completed BOCES **(BEE)** form to district purchasing agent and request a PO made out to Monroe #1 BOCES for event. ***We encourage you to submit all paperwork to Monroe #1 BOCES 3-4 weeks in advance of your scheduled event.***

NOTE: PO needs to be created in the full amount.

- 6) District Business Office – purchasing agent needs to create a PO with the following:
 - contact person (teacher requesting event/program)
 - grade level
 - site location name – including “point of contact name, phone number, email”
 - date of visit
 - full price (please add the 15% Monroe #1 BOCES service fee as a separate line item)
- 7) Send completed BEE form and PO to:

Attn: Kim Hoover
Monroe #1 BOCES
Technology Services
11 Linden Park
Rochester, New York 14625
aie@boces.monroe.edu

- 8) Monroe #1 BOCES creates a PO and sends to vendor.
- 9) Vendor sends Monroe #1 BOCES invoice.
- 10) Monroe #1 BOCES bills the district (with any administrative fee included).
- 11) After event concludes, please fill out the Monroe #1 BOCES evaluation online for feedback to determine instructional effectiveness and alignment to curriculum and standards.