

## Screening Committee Guidelines/Requisition Form

**Request Type: Outside organizations, companies, agencies and individuals wanting to provide a free program or curriculum related material for use during the school day.**

The Screening Committee makes a determination based on the answers to the following questions or statements. **Please note: Program and/or curriculum material will be referred to the Core Curriculum Department as a part of the reviewing process. Therefore, 30 days minimum will be required to process these requests.**

### CONTENT

1. What is the name of the program?
2. What subject area(s) does it involve?
3. Is there any cost to the school or District for the proposed program?
4. Please provide a detailed description of the program's purpose.
5. What is the intended age group and/or grade level?
6. How does the proposed program and/or curriculum material align with Sunshine State Standards?  
Please identify the benchmark number (i.e. LA.8.1.5.1), benchmark description and how the proposed program will meet the standards.
7. \*What materials will be included with the program?
8. How is the program structured? (Are there daily lessons, units, etc.)?
9. How much classroom time will be required to implement the program?
10. What is the teacher required to do?
11. What prior knowledge, preparation or background information will students need in order to understand the program material?

### LOGISTICS

12. Will parental consent be needed?
13. \*\*How will the program material be distributed to schools? (i.e. sorted, collated and provided to department chairpersons, etc.)
14. What is the process for obtaining replenishment of consumable materials?
15. Will animals be used in any part of the lesson (if yes, please see guidelines for animals)
16. How does your organization benefit from providing this free program?
17. Does the activity comply with the BCPS non-discrimination policy (<http://www.broward.k12.fl.us/sbbcpolicies/docs/P4001.001.pdf>) ?
18. Is there any commercial venture or advertising in connection with the activity?
19. Is the request coming from a government or municipal agency (i.e. Public Library, Department of Children and Families, City, Law Enforcement, etc.)?

**\*All material intended for use in schools must be submitted for approval. This includes: copies of all material and/or media intended for students, teacher manuals, lesson plans, worksheets, handouts, Powerpoint slides, pictures, videos, DVDs, music, etc.**

**\*\*All approved program material must be provided to schools pre-sorted and collated. Program material that is not pre-sorted for distribution to teachers & classrooms will not be accepted.**

**Please submit your request to:**

**Mail:**  
**Superintendent's Screening Committee**  
**600 Southeast Third Avenue, 2<sup>nd</sup> Floor**  
**Ft. Lauderdale, FL 33301**

**Fax: 754-321-2711**

**Email: [screening@browardschools.com](mailto:screening@browardschools.com)**