

Scheduling a Virtual Field Trip



STEP 1: Search and choose a [Virtual Field Trip Content Provider](#) or [Collaborative Partner](#)

STEP 2: Confirm that your school will cover costs; if applicable, and if there is a cost CABOCES will pay provider upfront and send a bill to your business office

STEP 3: Please complete your online form entirely and if you need assistance with your request, please contact **716-376-8270, Carrie Oliver, Distance Learning Support Specialist.** (When selecting dates the more options I have the easier it makes finding a common date available with a provider-please note requests should be made 6 weeks in advance when possible and some providers book up fast).



[Virtual Field Trip/Collaboration Online Form](#)

STEP 4: Receive formal confirmation via email from CABOCES

*CABOCES Staff will test the sound and video with the other site prior to the day of the connection.

STEP 5: Some content providers provide preparation materials; therefore, please have them ready prior to your trip

STEP 6: Enjoy your virtual field trip or collaboration