Cornell University
Cooperative Extension
New York City

For Office Use Only:
☐ EFNEP
CE Name _____
Start & End Date
___/___/___--___/___/___
Start & End Time
_____ *to* _____

Nutrition & Health Workshop Series Request Form

Agency/School Name: _____

Complete Address: _____

Agency Telephone: _____ **Agency Fax:** _____

Director/Principal Name: _____ **Contact Email:** _____

Contact Person: _____ **Title:** _____

Community Board #: _____ **School District:** _____ **Check One:** ☐ Bklyn ☐ Qns ☐ Bx ☐ Man

Group Type:

☐ Adult
**Are they parents?*
☐ Yes ☐ No

☐ Youth
**Grade Level*
☐ Elem ☐ JHS ☐ HS

☐ Senior
**Are they caring for children that live in their home?*
☐ Yes ☐ No

Expected Number of Participants: _____

Language Needed: ☐ English ☐ Spanish ☐ French ☐ Creole ☐ Mandarin ☐ Taiwanese

Day of the Week: Please give 1st, 2nd and 3rd choices for day of the week→**Mon.—Thurs. ONLY**

Day of the Week	Starting Date	Time of Day		
		☐ AM	☐ PM	☐ After-school
		☐ AM	☐ PM	☐ After-school
		☐ AM	☐ PM	☐ After-school

Agency Type:

☐ Day Care ☐ Pre-K ☐ After-school ☐ School-based ☐ ESL ☐ BEGIN/WEP
☐ Head Start ☐ 4-H Club ☐ Beacon program ☐ Library ☐ GED ☐ Senior Center
☐ Agency Staff ☐ Shelter Type: _____ ☐ Other: _____

_____ _____/_____/_____
Contact Person Signature **Date**

How did you hear about us? ☐ Returning Customer
☐ Cornell Staff:_____
☐ Conference, Event of Health fair: Date:_____ Location: _____
☐ Farmers' Market Location:_____
☐ Referred By:_____

Please submit a separate Request Form for each group requested.
Submit request form directly to the borough office for your location.

For Manhattan-Bronx-Staten Island Sites
40 East 34th Street Suite 606
New York, NY 10016
Tel: (212) 340-2910
Fax: (212) 340-2908

For Brooklyn-Queens Sites
89-62 164th Street
Jamaica, NY 11432
Tel: (718) 657-9520
Fax: (718) 657-0520

All requests will be filled on a first come, first serve basis. *1/2016*

Diversity and Inclusion are a part of Cornell University's heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities