



_____ Date

Teaching Enrichment Request Form (TERF)

HP Arts funds requests from teachers at all HPISD campuses for programming and capital projects in art, band, choir, dance, debate, literary arts, orchestra, theatre, and arts integration programs in non-fine arts classes. Types of requests include arts programs, technology, equipment, and instruments – any arts enrichment programs or arts-related equipment used as a teaching tool in the classroom. *Online form available at hparts.org.*

Prior to submitting the request, you must have verbal or written approval from both the HPISD Fine Arts Coordinator, Linda Raya, AND your campus principal. If the request pertains to more than one campus, approval is required from all appropriate administrators. Please list the names of the administrators who have provided consent for this request to be submitted:

_____ Approval - Name(s) of Administrators

- New Request
 Amendment or Addendum to Previous TERF
 Revised Request (to completely replace previous TERF)
 Previous TERF # _____

_____ Name(s) of Teacher(s) Making Request

_____ Teacher Email Address (Primary Contact)

_____ TERF Title/Short Description of Request (i.e. clinician, violin, etc.)

_____ Date of Program/Installation or Timeline/Deadline (if applicable)

School (check all that apply):

Armstrong

Boone

Bradfield

Hyer

University Park

McCulloch Intermediate

Highland Park Middle

Highland Park High

Category:

Academic Decathlon

Band

Dance

Library/Literary

Theatre

Art

Choir/General Music

Debate

Orchestra

Not Fine Arts

Request Type:

Program

Equipment

Instrument

Other

_____ Cost of Requested Item/Program

_____ Number of Students & Grade Level(s)
Program will Impact

_____ Cost per Student

_____ Description of Item/Program/Materials Requested (use additional sheet, if necessary):

_____ How will program/materials relate to curriculum?

_____ Have you submitted this request to other organization? If so, which organization(s)?

Please submit form along with quote and any supporting documents via email to the District Fine Arts Coordinator: Linda Raya, rayal@hpisd.org; your **school principal**; the HP Arts Programs Chair: programs@hparts.org; and **copy your campus representative**: elementary@hparts.org · mishpms@hparts.org · hphs@hparts.org
Following Board review, your campus representative will notify you of the decision.

Please go to www.hparts.org for more information including monthly due dates or to utilize online form.
Reminder: HP Arts is unable to provide funding for tickets to performances, supply fees, lodging, or student/teacher transportation.
Thank you for submitting your request to HP Arts!