



**Broadway Bound presents**  
**The 2022 International Teacher Tour**  
**with our international stars**  
**Hazel Blomkamp and Jane Nicholas**  
**The tour will begin August 29, 2022.**

Please follow these instructions to complete the Teacher Request Form.

1. List up to three choices of teachers your chapter/region would like to host as part of the Seminar 2022 International Teacher Tour. **You are not required to list more than one choice for each teacher, but doing so will increase your chances of hosting a teacher if your first goes to lottery.** List the class you would like and the number of teaching days.
2. Tell us which airport to use when scheduling the teacher's travel. This does not have to be the closest airport, but should be one with good connections to the rest of the country. If rail transportation is a convenient option in your area, please let us know that too.
3. Provide the requested contact information for the Chapter President (for classes hosted by chapters) or Region Director (for classes hosted by regions). The teacher's Contract and the Letter of Agreement will be signed electronically, so a valid email address is **required**.
4. Provide the contact information for the Local ITT Contact Person. The local contact may be the Chapter President, or may be another person. The local contact is the person the ITT Coordinator will contact to confirm your teacher, class dates, and to make arrangements for the teacher's travel and lodging. Some of these issues are extremely time sensitive, so it is **critical** that the contact person is able to respond quickly to email and phone messages.
5. The chapter President/Region Director must sign the form; electronic signatures that are copied and pasted on the form are not acceptable. By signing the form, you acknowledge that you have Board approval to request the class and that you agree to share expenses relating to travel, visa costs, and administration of the ITT program.
6. Submit the form so that it reaches the ITT Coordinator before the deadline **of December 15, 2021**. Electronic submission is *strongly* preferred. Scan the completed form and email it to Marietta Douglas, [mLette\\_97@yahoo.com](mailto:mLette_97@yahoo.com). If electronic submission is not possible, mail the completed form to Marietta Douglas, 8 South Street, Cos Cob, CT, 06807. All requests will be acknowledged by email.

Thank you.

Seminar 2022 Broadway Bound



## Seminar 2022 International Teacher Tour

### Teacher Request Form

Choice	Teacher	Class	Class Days
1 <sup>st</sup> Choice			
2 <sup>nd</sup> Choice			
3 <sup>rd</sup> Choice			

If you are chosen to host an international teacher, what is the best airport to use when arranging the teacher's travel? Is rail transportation a convenient option in your area?

Best airport: \_\_\_\_\_

Railway station (if convenient): \_\_\_\_\_

	Chapter President or Region Director	Local ITT Contact Person
<b>Name</b>		
<b>Address</b>		
<b>Phone</b>		
<b>Email</b>		

By signing this form, I indicate Board approval of this request and chapter/region commitment. We agree to share the expenses related to overall travel, administrative, and visa costs.

**Deadline for submission of this Request is December 15, 2021.**

**When signed, scan and email this form to: Marietta Douglas, mLette\_97@yahoo.com.**

**If electronic submission is not possible, mail the form in time to meet the deadline to:**

**Marietta Douglas, 8 South Street,  
Cos Cob, CT, 06807**

**All submissions will be acknowledged by email.**

\_\_\_\_\_  
Signature Chapter President/Region Director

\_\_\_\_\_  
Chapter or Region Name

\_\_\_\_\_  
City & State

\_\_\_\_\_  
Region