

EDUCATION PLANNING FACILITATOR REQUEST FORM

The Department of Education will provide facilitators to reorganized RSUs or AOSs upon request. The facilitators will provide consulting services and guidance through the process of bringing people and educational programs together. RSUs or AOSs may choose a facilitator from the DoE Education Facilitator Team. All requests for facilitation services must be made by emailing Mary Jane McCalmon at mjmccalmon@gmail.com. After discussing your facilitation needs with Mary Jane you may submit a completed Facilitator Request Form to Tina Mann at tina.mann@maine.gov or by fax to 624-6791. These services will be delivered by individuals who have met the expectations of the Department of Education and attended its orientation and training session. We will attempt to honor requests for specific facilitators. Due to demand and other factors, first choices may not always be available.

Date of Request: _____

RSU/AOS Requesting Facilitator: _____

Contact Person: _____ Phone: _____

What are your facilitation needs? Please refer to [Facilitation Options](#) document.

Choosing a Facilitator

If you would like to request a specific facilitator, please list his/her name here. (Two or more names is suggested, in case a first choice is not available.)

If you would like the Department of Education to assign a facilitator, please mark here. _____