

BuzzBee Assembly Form

Please fill out the attached form as completely as possible. This will be used to ensure that requests are complete and all parties are aware of the needs of both the school and the presenter.

The Deputy BuzzBee bullying awareness presentation is meant primarily for 3rd-6th grade students and takes approximately hour to present, including questions from students. If you have requests outside of those grades, please address those with the Sheriff's Office Employee and Public Relations Unit, and accommodations can be made. We recommend that for younger grades, BuzzBee stops by to say hello and hand out stickers, and depending on the student age a shorter powerpoint presentation may be available.

When filling out the form, please consider the following:

Do you have any particular bullying issues that need to be addressed, such as physical fights, name calling, or social isolation problems?

What type of room will the assembly be in? The BuzzBee mascot should be able to move around the room and interact with students, and needs space to do so. The best room is a spacious classroom (for smaller groups) or a cafeteria or multi-purpose room (for larger groups).

Can the school accommodate technology needs for the presentation, such as a microphone and speakers or powerpoint presentation? If not, please let the EPRU know they need to provide those supplies.

How many children will see the presentation? For groups larger than 125, we recommend that they be split up into two groups, for two consecutive presentations.

If you have any questions, please contact the EPRU Office by calling 559-636-4695 or emailing sheriffevents@co.tulare.ca.us. We will do our best to accommodate special requests, and will need notice to do so.

Contact:

Name _____
Title _____
Phone _____
Email _____

Date: _____

Time: _____

School: _____

School Address: _____

Grades: _____

Students per grade: _____

Students, total: _____

Changing area: yes no

Microphone: yes no

Powerpoint: yes no

Type of assembly room (auditorium, multi-purpose, etc): _____

Presentation focus (social, internet, physical, etc) if applicable: _____

Please return the form to the Employee and Public Relations Unit via email or fax. Request forms can be emailed to sheriffevents@co.tulare.ca.us or faxed to 559-737-4408. Forms can also be delivered in person or via post to Sheriff's Headquarters at 2404 W. Burrel, Visalia, CA 93291.