

TECHNICAL ASSISTANCE/INFORMATION PROVISION TO HIGH SCHOOL  
AND COLLEGE STUDENTS BY  
ORANGE COUNTY OFFICE FOR THE AGING STAFF

**Educating the public about the needs of and services available to older adults and their family caregivers is a major initiative of the Orange County Office for the Aging. The following procedure is established by the Office to assist in the timely provision of technical assistance/information in response to high school and college students' requests for help in completing a school-related assignment:**

1. All requests for technical assistance/information from students working on assignments for a school-related project are to be submitted in writing to:

Director  
The Orange County Office for the Aging  
18 Seward Avenue, 2<sup>nd</sup> Floor  
Middletown, New York 10940

2. All written requests must be made using the form attached to this procedure guideline, and shall include the following information:
  - a. The date of the request
  - b. The name of the individual student requesting the assistance/information
  - c. The name of the school being attended by the student requesting the information
  - d. The title of the course/class from which the assignment originated
  - e. The name of the instructor of the course/class from which the assignment originated
  - f. A brief statement about the purpose of the assignment
  - g. A brief description about the technical assistance/information being requested from the Office for the Aging
  - h. The due date established by the instructor for the assignment's completion
  - i. The original and dated signatures of both the student and the instructor of the course/class from which the assignment originated
3. All written requests must be submitted to the Office no later than two weeks from the due date established by the instructor for the assignment's completion.

Effective Date of Procedure: 01/09/06

**STUDENT REQUEST FOR TECHNICAL ASSISTANCE/INFORMATION**  
(Please Print)

**Date of Request:** \_\_\_\_\_

**Name of Student Making Request:** \_\_\_\_\_

**Name of School Student is Attending:** \_\_\_\_\_

**Title of Course/Class from which Assignment Originated:** \_\_\_\_\_

**Name of Instructor of the Course/Class:** \_\_\_\_\_

**Brief Statement of Purpose for the Assignment:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Technical Assistance/Information Requested from the Orange County Office for the Aging:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Due Date for Completion of Assignment:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail Completed form to:**

**Director  
Orange County Office for the Aging  
18 Seward Avenue, 2<sup>nd</sup> Floor  
Middletown, New York 10940**

(Note: All written requests must be submitted to the Office for the Aging no later than two weeks from the due date established by the instructor for the assignment's completion.)