



**WEST COVINA FIRE DEPARTMENT**  
1444 W. Garvey Avenue South  
West Covina, CA 91790  
Tel (626) 939-8824 · Fax (626) 939-8650

## PUBLIC EDUCATION PROGRAM REQUEST FORM

**Instructions:** Complete and return form via email: [WCFD@westcovina.org](mailto:WCFD@westcovina.org) Requester will be notified of confirmed date. Public Education Program requests are scheduled Monday through Friday between 10:00am to 12:00pm (noon) and between 2:00pm to 4:00pm, Saturday and Sundays between 2:00pm to 4:00pm only. Please note: program is scheduled based on availability. To avoid scheduling conflicts, please submit request form or call at least two weeks in advance to request a program. For additional information, please call 626-939-8824.

### PROGRAM INFORMATION

First Choice                      Date \_\_\_\_\_                      Time \_\_\_\_\_  
Second Choice                      Date \_\_\_\_\_                      Time \_\_\_\_\_

Check box if you have no preference

Event Location \_\_\_\_\_

Type of Program:

- Demonstration
- Station Tour
- School
- Public Appearance
- Presentation
- Other

No. of Children \_\_\_\_\_ Age of Children \_\_\_\_\_ No. of Adults \_\_\_\_\_

Special Request \_\_\_\_\_

### REQUESTOR'S INFORMATION

Name of Group (ex. school/church/company) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Office Phone \_\_\_\_\_

Contact Person \_\_\_\_\_ Cellular Phone \_\_\_\_\_

### OFFICE USE

Request taken by \_\_\_\_\_ Date Received \_\_\_\_\_

Fire Station \_\_\_\_\_ Shift \_\_\_\_\_ Captain \_\_\_\_\_ Assistant Chief \_\_\_\_\_

Entered in APS     Entered in Training Calendar (google)     Entered in Sharepoint (calendar)

Z:\Public Education Program\Public Education Program Request Form.doc Rev. 01/2026