



RETURN PAPERWORK CHECK-OFF

Project Learning Tree Project

Please return the following **MANDATORY PAPERWORK**
within SEVEN days of the date of your workshop.

Send to:

SHAWNA CROCKER
PROJECT LEARNING TREE
15260 S. GOLDEN RD.
GOLDEN, CO 80401

Please make sure that all forms are filled out legibly and thoroughly. THANK YOU for keeping our projects so successful!!!!

- _____ Completed Facilitator Cover Sheet, **with agenda**
- _____ Completed Workshop Registration Roster - with dark, neat writing on all copies.
- _____ Completed Professional Development Evaluations **ONE PER PARTICIPANT**
- _____ Completed Participant Information Forms **ONE PER PARTICIPANT**
- _____ Completed Facilitator Workshop Accounting Form (if checks were collected)
- _____ Checks made out to CSFS (Colorado State Forest Service), CSM (Colorado School of Mines), or other crediting institution.
- _____ College Credit Checks and Registration Forms (list separately on an accounting form) made out to CSM (Colorado School of Mines) or other crediting institution.

Be sure that you assigned a grade (A or B, pass/fail) to participants taking credit.