



Project Learning Tree Facilitator Requirements, Roles and Responsibilities

Project Learning Tree uses trees and forests as windows on the world to increase students' understanding of the environment and actions they can take to conserve it. Since 1976, PLT has reached 138 million students and trained 765,000 educators to help students learn how to think, not what to think about complex environmental issues. Project Learning Tree helps develop students' awareness, knowledge, and appreciation of the environment, builds their skills and ability to make informed decisions, and encourages them to take personal responsibility for sustaining the environment and our quality of life that depends on it. From its beginnings in 1976, PLT has exemplified high-quality environmental education.

In order to promote the use of PLT resources, PLT and its Colorado state sponsors, the Colorado Alliance for Environmental Education (CAEE) and Colorado State Forest Service (CSFS), provide trainings for Project Learning Tree Facilitators who can be force multipliers for promoting high-quality EE in Colorado. PLT Facilitators provide quality professional development events to formal educators, nonformal educators, preservice teachers, & natural resource professionals. They conduct these professional development events to train participants on the use of PLT materials to promote and teach environmental and conservation education.

Outcomes for Professional Development Events*

Outcome 1: Educators use the PLT activities in their teaching and seek additional opportunities to engage with PLT.

Outcome 2: Educators use PLT activities to engage students in actively learning about the environment inside and outside the classroom.

Outcome 3: Educators use PLT activities, along with other resources and strategies, to engage students in action-oriented projects.

Outcome 4: Educators use PLT activities, along with other resources and strategies to facilitate student-led investigations, planning, and implementation of action-oriented projects.

*See *Using Outcomes for Designing Professional Development Events* for more information on how facilitators can design events to achieve these outcomes

Key terms

Facilitator: Someone who provides a structure, process, and support for a group to effectively meet an outcome. A facilitator is a guide for learning and encourages participants in learning for themselves by promoting group interactions, cultivating self-exploration and dialogue, and assisting participants in constructing their own learning.

Facilitator community meeting: Virtual gathering hosted by the state coordinators to provide facilitator networking, program updates, and resource sharing.

Facilitator training- PLT frequently improves and expands its materials and updates its PD practices. Facilitator training is a vital conduit for staying up to date. Many facilitators find that the content of these training sessions is not only relevant and applicable to their professional work, it makes them assets to their employer. The trainings may be done in person or as online training or webinars and generally focus on the following types of topics:

- PLT curricula, materials, online PD, new initiatives, and organizational updates
- State PLT program information and updates
- PLT alignment to current state standards
- Facilitation skills
- Priority content (e.g., fire, climate, STEM)

PLT guide: PLT curriculum product that a facilitator can lead a professional development event with. For a list of current curriculum offerings visit- <https://www.plt.org/curriculum-offerings/>

PLT advisory council: group of representatives from various organizations across the state who have an interest in the PLT program. Responsibilities include providing strategic direction, supporting the state coordinators, and increasing awareness & visibility of PLT.

Professional development event: a PLT educator training delivered by a facilitator to achieve one of the above stated outcomes. These events may take various formats depending upon intended outcome-

- Intro session at conference
- Half/full day workshop
- Multiday event with training on PLT materials
- Providing PLT instruction in a preservice college or university course

State coordinator- staff member from PLT state sponsor organization serving as PLT's representative in the state. Key roles include training and managing a network of PLT facilitators, promoting & implementing professional development, serving as the state's liaison with national PLT staff, and maintaining PLT records.

New Facilitator Requirements

- Attend a **PLT professional development event** and **use PLT activities to teach** youth and/or adults. We encourage facilitators to participate in a professional development event for each PLT guide they wish to facilitate.
- Complete a [Facilitator Application](#)
- Participate in a **New PLT Facilitator Orientation**. This includes
 - Training on Colorado PLT policies, procedures, and professional development event expectations.
 - Working with the state coordinators, regional partners, and other facilitators to draft a Facilitator Action Plan to define your facilitation objectives, support resources, and timeframes.
 - Receiving support and feedback by attending a facilitator community meeting or scheduling a check in with the state coordinators within your first year.

- Become a member of the **PLT Facilitator website and Google Group** and share your experiences conducting trainings there.
- **Facilitate a minimum of one professional development event** within your first year in collaboration with a partner organization, another PLT Facilitator, and/or with support from the state coordinators. We highly encourage co-facilitating with a seasoned PLT facilitator when possible.

Requirements for All Facilitators

- Attend at least **one facilitator event per year**. Examples of these include facilitator community meetings, Colorado PLT facilitator trainings, National PLT webinars/events
- Actively **disseminate PLT materials** to achieve above stated outcomes **at least once a year**. Ideas for this include
 - Facilitating/ co-facilitating a PLT professional development event
 - Hosting a PLT booth at a conference
 - Assisting state coordinators with facilitator training
 - Serving on the PLT Advisory Council
 - Contributing materials for [The Colorado Branch](#) and sharing resources on the PLT Facilitator Website.

For those who are facilitating/co-facilitating a PLT professional development event-

- Provide the Colorado PLT State Coordinators your professional development event proposal at least **two months before** its scheduled start date.
- Following event completion, submit all required reporting materials to the state coordinators **within one month**.
- Complete the **facilitator check in survey** which will be distributed twice a year to report your progress and share needs with the state coordinators
- **Be a champion and spokesperson for Project Learning Tree** in your organization, local community, and at conferences and events! Share the [Colorado PLT website](#), encourage people to subscribe to the [Colorado Branch](#), and help market upcoming professional development events.
- **Inclusivity-** PLT is committed to providing professional development that is inclusive of all. As a PLT facilitator, your role is to **guide and assist participants in constructing their own learning**. PLT strives to be a learner-centered program that values the perspectives and contributions of all people.

Professional Development Event Fees

- Registration fees are determined by the facilitator and take into consideration the option of recouping the costs of associated state programming fees which include associate PLT guides when applicable, refreshments, room rental, facilitator time, materials fees and any other extraneous costs not covered by sponsorship or other in-kind opportunities. Charges above direct reimbursement of expenses are discouraged.

Facilitator Status

- If after the completion of the calendar year, a facilitator has been unable to attend a facilitator event and actively disseminate PLT materials, the state coordinators will have a conversation with that person about next steps.
 - If a facilitator is unable to complete the indicated steps, their status will be inactive. They will be still eligible to reapply and complete required trainings at a future time.

CAEE and CSFS reserve the right to revoke an individuals' facilitator certification at any time, for any reason

- A Facilitator is a representative of CAEE and CSFS. Upon investigation, if state coordinators do not feel that a facilitator is functioning to carry out their duties as set forth in this agreement and/or is not acting as an appropriate representative, the facilitator may be dismissed. Investigation of a facilitator may be initiated as a result of complaints from participants in workshops, poor evaluation from workshop participants, observation by the state coordinators or other circumstances. A facilitator will be notified in writing of their dismissal. Facilitators may appeal the decision in writing to the Colorado PLT Advisory Council.

PLT State Coordinators
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