



PROJECT LEARNING TREE® FACILITATOR COVER SHEET

(Please fasten securely to accompanying PARTICIPANT INFORMATION and PD EVALUATION FORMS)

I. Facilitator Information

Name: _____ Address: _____ _____	Name: _____ Address: _____ _____	Name: _____ Address: _____ _____
Email: _____	Email: _____	Email: _____
Phone: _____	Phone: _____	Phone: _____

II. Professional Development Information **Event Type**

Date(s) _____	<input type="checkbox"/> In-Person	<input type="checkbox"/> Blended (In-Person & Online)	<input type="checkbox"/> Online only
Location (City, State) _____	Select the description that most closely represents this professional development event.		
# of participants _____	<input type="checkbox"/> Up-to-half day (up to 4 hours)	<input type="checkbox"/> Up-to-five days (17-30 hours)	
# of participant information forms attached _____	<input type="checkbox"/> Full day (5-8 hours)	<input type="checkbox"/> More-than-five days (more than 30 hrs)	
# of PD evaluation forms attached _____	<input type="checkbox"/> Two full days (9-16 hours)	<input type="checkbox"/> College or university course	

PLT Guides Distributed:

____ Early Childhood	____ Solid Waste
____ PreK-8	____ GS Investigations
____ Energy & Society	____ Biodiversity
____ Focus on Forests	____ Biotechnology
____ Forests of the World	____ Southeastern Forests and Climate Change
____ Places We Live	
____ Focus on Risk	

Any additional comments or information about the workshop:

III. Professional Development Event Summary: *(For PLT State Coordinator’s use. Below are examples of information you may want to collect for your state PLT program. Adapt the following for your own purposes as you wish.)*

1. Attach an agenda or briefly outline your PD event/workshop format, specifying which PLT activities from the PreK-8, secondary modules, or other PLT materials you included and why. Describe what factors influenced the topics and strategies that you used and the outcomes and objectives you were intending to meet.
2. Summarize expenses and/or revenues involved in your workshop. Include any in-kind support, i.e. contributions or personnel from agency, community, industry, or other partners.
3. Please list academic, continuing education, or other credits provided, if any. Include type and number people who took the workshop for credits.
4. Tell us your overall view of the workshop – include problems/successes and your assessment of the participants’ responses.
5. I would _____ would not _____ be interested in facilitating another PLT workshop because:

Please complete one of these forms each time a different group of participants is involved. The PLT staff would like to thank you for your time and effort in providing this information.