



Project WILD Workshop Fee Policy 2018

In a nutshell --

- ★ Workshops are valuable training opportunities.
- ★ Facilitators may charge up to \$20 per-person fee to cover workshop costs.

The purpose of this policy is to standardize the fee structure for workshops offered on behalf of Colorado Parks and Wildlife for Project WILD and other teacher training workshops. The goals of this policy include:

1. Provide a mechanism for the individual/organizations to generate the funds needed for program operations.
2. Allow facilitators to recover workshop expenses while still maintaining their volunteer status.

Workshop Fees

It is the policy of Colorado Parks and Wildlife to charge participants a \$10 program fee (payable to Colorado Parks and Wildlife Education) for a typical workshop. Workshop fees must accompany the mandatory workshop reporting forms turned into regional education coordinators.

Recovering Workshop Expenses

In addition to the \$10 fee, facilitators may charge an additional \$10 fee per participant to offset workshop expenses (\$20 max total). This fee is only intended to offset some of the costs of materials and food. Facilitators have the following options when collecting the additional fee from participants:

1. Collect separate checks – one to CPW, one to the Facilitator
2. Collect all checks payable (or set up a PayPal account) to the facilitator and send separate, personal check payable to **CPW Education**.
3. Collect the checks payable to **CPW Education** if the facilitator does not wish to receive a stipend.
4. Collect the checks payable to the host organization, which will then send a portion of the money in the form of a check payable to the **CPW Education**.

Facilitators who offer workshops as part of their official duties as a paid employee of an agency or other organization shall not collect the \$10 fee as a personal stipend, but they are able to instead apply the fee towards their organization.

Entrance Fees

Some organizations have an entrance fee for their facility that participants must cover. This additional fee should not exceed \$25.

University Credit Fees

College tuition fees shall be collected on a separate check payable to the appropriate college or university.