

COMBINED PW/PLT WORKSHOP PAPERWORK CHECK-OFF

The a combined workshop is a collaboration between two different agencies. Both will require documentation for reporting. For this workshop you will use Project Learning Tree's paperwork to streamline the process. You will submit copies of this PLT paperwork to Colorado Parks and Wildlife. Please follow these guidelines.

Things to Remember:

1. Have TWO copies of everything – one to send to Colorado State Forest Service (CSFS) and the other to CPW
2. You will need two payments from each participant, one to CSFS and the other to the Wildlife Heritage Fund. Contact Shawna Crocker and your CPW Regional Education Coordinator about how much to charge and other financial considerations.

Before the Workshop (*At least two months prior*)

Send the following to Shawna Crocker at CSFS

- _____ The Completed Workshop Proposal Form
- _____ Colorado School of Mines Teacher Enhancement Course Application, if applicable

Send the following to your CPW Regional Education Coordinator

- _____ The Completed Workshop Proposal Form

During the Workshop

- _____ Maintain separate Accounting Forms – one for the Colorado Wildlife Heritage Fund, one for CSFS

After the Workshop (within one week after the workshop)

Send the following to Shawna Crocker

- _____ PLT Return Paperwork Checklist
- _____ Workshop Reporting Form
- _____ Legible Workshop Registration Forms
- _____ Workshop Accounting Forms and checks/cash
- _____ Colorado School of Mines Credit Registration Forms with Workshop Agenda
(Be sure you assign A/B to participants taking credit)
- _____ Workshop Evaluations (one per participant)

Send the following to your CPW Regional Education Coordinator

- _____ PW Return Paperwork Checklist
- _____ Copies of the Workshop Reporting Form
- _____ Copies of the legible Workshop Registration Forms
- _____ Workshop Accounting Forms and checks/cash
- _____ Copies of the Workshop Evaluations (one per participant)

Return Workshop Paperwork to your Regional Education Coordinator:

NE REGION: Mary McCormac
(incl. Denver Metro) Colorado Parks and Wildlife
6060 Broadway
Denver, CO 80526
303-291-7328
mary.mccormac@state.co.us

SE REGION: Steve Lucero
Colorado Parks and Wildlife
4255 Sinton Rd
Colorado Springs, CO. 80907
719-227-5203
steve.lucero@state.co.us

SSE REGION: Linda Groat
Colorado Parks and Wildlife
2500 S. Main St.
Lamar, CO. 81505
719-336-6608
linda.groat@state.co.us

NW REGION: Kathleen Tadvick
Colorado Parks and Wildlife
711 Independent Ave.
Grand Junction, CO. 81505
970-255-6181
kathleen.tadvick@state.co.us

SW REGION: Leigh Gillette
Colorado Parks and Wildlife
415 Turner Dr
Durango, CO 81303
970-759-9589
leigh.gillette@state.co.us

State-wide Coordinators:

Project WILD	Project Learning Tree
Tabbi Kinion Colorado Parks and Wildlife 6060 Broadway Denver, CO 80216 303-291-7165 tabbi.kinion@state.co.us	Shawna Crocker Colorado State Forest Service PO Box 25286 Lakewood, CO 80225 303-202-4662 scrocker@colostate.edu