

# Project Learning Tree WORKSHOP PROPOSAL

Two months before your workshop, send this form to your State  
Project Learning Tree Coordinator ([scrocker@colostate.edu](mailto:scrocker@colostate.edu)) and your CPW Regional  
Education Coordinator

Date(s) of Proposed Workshop: \_\_\_\_\_

Type & length of Workshop (PLT, HS, ECE, bilingual, etc.): \_\_\_\_\_

Lead Facilitator: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Co-Facilitator: \_\_\_\_\_

Co-Facilitator: \_\_\_\_\_

Location:(City) \_\_\_\_\_ (Facility Name) \_\_\_\_\_

Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Time(s): \_\_\_\_\_

Special Goal or Theme of Workshop (if any): \_\_\_\_\_

Fees (if any, please explain): \_\_\_\_\_

Additional funding or inkind materials/site/food/marketing? \_\_\_\_\_

Proposed Number of Participants: (minimum) \_\_\_\_\_ (maximum) \_\_\_\_\_

Audience:

Public School (primary, secondary) Natural Resource Professionals

Private/Home School (primary, secondary) Volunteers for Resource Agencies

Pre-Service Teachers/Students Other:

Environmental Educators

Credit Available (Y/N): \_\_\_\_\_ From Which Institution: \_\_\_\_\_

Assistance needed with advertising and promotion? \_\_\_\_\_ Workshop open to the public? \_\_\_\_\_  
Number and kind of activity guide do you plan to distribute? (FILL OUT CHART ON BACK)

Additional Needs (please list here):

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Please check with Regional CPW Education Coordinators prior to setting up a workshop to avoid conflicts with other workshops or events and to arrange for Wildlife, Agriculture, Water, or Forest Service personnel at your workshop.

