



# PROJECT LEARNING TREE® FACILITATOR COVER SHEET

*Thank you for your time and effort in providing this information.  
Please complete a Cover Sheet for each group of participants.*

## I. Facilitator Information

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

## II. Professional Development Information

Date: \_\_\_\_\_

Location (City, State): \_\_\_\_\_

Type of Event:  In-person     Online  
 Blended (In-person & Online)

\_\_\_\_\_ Number of Participants

\_\_\_\_\_ Number of Participant Information sheets attached

\_\_\_\_\_ Number of PD Evaluations attached

Number of PLT Guides Distributed:

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

- Length of Event:
- Up-to-half day (up to 4 hours)
  - More-than-five days (more than 30 hours)
  - College or university course
  - One full day or equivalent (5-8 hours)
  - Two full days or equivalent (9-16 hours)
  - Up-to-five days (17-30 hours)

*We value our facilitators and strive to provide the resources to make PLT workshops successful. Is there any further support you would like to see PLT-Ohio provide? Continue on the back or attach a sheet if needed.*

## III. Professional Development Event Summary:

1. Attach an agenda or briefly outline your PD event/workshop format, specifying which PLT activities 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.
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 attach this Cover Sheet to the completed Participant Information and PD Evaluation forms and send to:  
Project Learning Tree-Ohio, c/o Ohio DNR Forestry, 2045 Morse Road H-1, Columbus, OH 43229  
or send an electronic file of ALL workshop forms to [plt@dnr.state.oh.us](mailto:plt@dnr.state.oh.us) (Subject: Workshop Reports – Facilitator's Last Name)*