Project Learning Tree – Ohio
Workshop Proposal

Workshop # _____
(office use only)

SHIP TO ADDRESS – ***NO P.O. Box numbers***

Facilitator: _____

Affiliation: _____

Street: _____

City: _____ County: _____

State: _____ ZIP: _____

Phone: _____

Email: _____

OTHER CERTIFIED FACILITATOR(S)

Name: _____

Email: _____

Name: _____

Email: _____

Resource Specialists/Assistants (if applicable):

_____

PLEASE SUBMIT THIS FORM AT LEAST ONE MONTH PRIOR TO INTENDED WORKSHOP DATE
Send form to: Sue Wintering, PLT – Ohio State Coordinator, 2045 Morse Rd H-1, Columbus, OH 43229
Fax: 614-447-9231 Email: plt@dnr.state.oh.us

Information on organization hosting/requesting workshop:
Name: _____

Address: _____ City _____ State _____ ZIP _____ County _____

Workshop Status: ☐ **OPEN** ☐ **CLOSED**

(all workshops will be posted to PLT's website; open workshops will provide facilitator contact info for other interested parties)

Date of Workshop: **Date Materials Needed by:**

Participants (check all that apply)
_____ Elementary Teachers
_____ Secondary Teachers
_____ Youth Leaders
_____ College Students
_____ Other (please specify):

Expected Number of Participants: _____
Registration Fee: $ _____
Please explain the cost break down and contributors: _____

_____

_____

PLT Materials (please write the ***number*** needed next to each item)
_____ PreK – 8 Guide ($22)
_____ Energy and Society CD's ($5)
_____ Energy and Society Kit ($25)
_____ Early Childhood Experiences ($15)
Secondary Modules ($15):
_____ Focus on Forests
_____ Solid Waste
_____ Risk
_____ Places We Live
_____ Forests of the World

** Biodiversity and Biotechnology Modules are available free of charge online at connect.plt.org

Invoice Needed? ☐ **YES** ☐ **NO**
Invoice Information:
Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Special Instructions:

Workshop combined w/ other EE Program? **YES** ☐ **NO** ☐
Explain: _____

_____

_____

Required PLT – Ohio Workshop fees to be paid to "PLT-Ohio" (rates subject to change)**:**

$22.00 *per Participant* for PreK-8 (minimum 6 hrs)
$30.00 *per Participant* for PreK-8 and Secondary Module or Early Childhood combined (minimum 7 hrs)
$15.00 *per Participant* for Secondary Module or Early Childhood Workshop (minimum 3 hrs)

Additional Modules can be added to workshop fee for $5.00 per module per participant. Participants can purchase additional Module Guides for $10.00 direct from the PLT office.

Checks should be made out to "Project Learning Tree – Ohio"

Please attach:
- Workshop agenda
- Promotional Flyers
- Additional Important Information