



PROJECT LEARNING TREE® FACILITATOR COVER SHEET



Please include this PLT Cover Sheet with the Final Agenda, Participant Information, Act 48, and PLT Evaluation forms.

I. Facilitator(s) Information

Name: _____

Address: _____

Email: _____

Phone: _____

Name: _____

Address: _____

Email: _____

Phone: _____

Name: _____

Address: _____

Email: _____

Phone: _____

II. Professional Development Information

Event Type (Check one):

Date(s) _____

Location (City) _____

of participants _____

of Participant Information forms attached _____

of PLT Evaluation forms attached _____

of Act 48 hours provided _____

☐ In-Person

☐ Hybrid (In-Person & Virtual)

☐ Virtual

Check the description that most closely represents this professional development event:

☐ Up-to-half day (up to 4 hours)

☐ Up-to-five days (17-30 hours)

☐ Full day (5-8 hours)

☐ More-than-five days (more than 30 hrs)

☐ Two full days (9-16 hours)

☐ College or university course

of PLT Guides Distributed:

____ Trees & Me (EC) ____ Green Jobs
____ K-8 Explore Your Env ____ Other PLT materials;
____ EC GS Investigations Please list: _____
____ GS Investigations _____
____ Secondary Modules; _____
Please list: _____

Return Workshop Cover Sheet & Other Paperwork To:

State Forests and all others return to:

Bureau of Forestry Communications Section,
400 Market St., 6th floor, Harrisburg, PA 17101 PaForester@pa.gov

State Parks' employees return to:

Christine Ticehurst, Bureau of State Parks RCSOB,
400 Market St., 8th floor, Harrisburg, PA 17101 cticehurst@pa.gov

III. Professional Development Event Summary (Please use the back if necessary)

1. If your original agenda changed, attach the final agenda.
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. Tell us your overall view of the workshop – include problems/successes and your assessment of the participants' responses. What worked well and what was least successful?