

Montana Project Learning Tree Facilitator Check List

PRE-WORKSHOP

8 weeks prior to workshop submit the following to MSU Extension Forestry, phone (406) 243-4706

- 1. Workshop Proposal Form
- 2. Proposed Expenses for payment or reimbursement (on Proposal Form)
- 3. Draft Agenda (show the hours of instruction and breaks OPI credits will be figured from here)
- 4. Draft Registration Form (registration can be done by provider or through MSU Extension Forestry)
- 5. Draft Flyer (if you have one)

If Requesting a Stipend

- 1. Current year - W-9 – completed and signed

POST WORKSHOP

After Workshop – submit to MSU Extension Forestry

- 1. Workshop Roster and participant contact information (unless registration through MSU-EF) with OPI and/or MT Early Childhood Project credits taken
- 2. PLT Facilitator Coversheet
- 3. PD Evaluation Forms
- 4. Photos and photo releases (if any)
- 5. Any registrations, fees collected at the workshop

Expenses to be paid – submit documentation after workshop within 2 weeks

- 1. Invoice from Facilitator listing any items for reimbursement
- 2. Original invoices for payment or reimbursement (must be pre-approved)
- 3. Provider of services (facility) must provide a W-9 to MSU Extension Forestry
- 4. Travel voucher (if mileage reimbursement is requested, pre-approval needed)