



WORKSHOP PROPOSAL (2023)



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Please submit at least 8 weeks in advance!

Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone: _____ **Home Phone:** _____ **Mobile Phone:** _____

Date(s) of proposed workshop _____

Location (facility name and address): _____

Time: _____

Co-Facilitator(s): _____

Local partners involved: _____

Audience: Early Childhood PreK-8 PreK-12 Preservice Secondary Nonformal Other Professionals
(check all that apply)

Is your workshop open to anyone? yes no

If yes, the date, location and your name and email address will be listed on the PLT website "Calendar of Events."

Number of PLT Guides Needed

PreK-8 _____ Early Childhood _____ GreenWorks! Guides _____

Secondary Modules:

Focus on Forests _____ Forests of the World _____

Municipal Solid Waste _____ Focus on Risk _____

Places We Live _____ Other _____

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Please respond to the following questions regarding your proposed Workshop Format/Agenda. Please also submit a workshop agenda that includes a list of activities you plan to feature.

1. Who is your audience and what is the primary focus or overall theme of your workshop?

2. How will you address the topics of professional development, content knowledge, subject area standards, learning styles, etc.?

3. How will you address the goals of environmental education?

4. How will you provide information about PLT's history and sponsors?

5. Will you introduce how PLT addresses these topics?

- Learning styles
- Differentiated Instruction
- Technology

- Reading Connections
- Other topics?

6. Please list or indicate in the agenda what activities you will model.

7. In order to increase participants' knowledge, will you provide additional content/background information as related to your workshop theme/focus or for the activities you model? Please describe or provide an example or indicate in the agenda.

8. Will you provide lesson planning time for the participants?

9. Will the participants view the PLT website during your workshop?

10. Will you introduce information about additional PLT resources (e.g. GreenWorks! grant program, the Branch newsletter?)

11. What payments and costs will be incurred for this workshop that will require payment? (*advance approval mandatory for reimbursement*)

Item	Description	Amount
Workshop registration fee		
Other grant, payments, donations		
Total		
Facilitator Stipend		
Travel		
Materials		
Other		
Total		