

Georgia Project WILD Workshop Checklist

Thank you so much for agreeing to host a Project WILD workshop! Project WILD could not operate without dedicated volunteers like you. Your continued support of this valuable conservation and environmental education program is greatly appreciated. As always, if you need anything before, during, or after the workshop please contact us at: kim.morris-zarneke@dnr.ga.gov You can also call us at 770-784-3059.

Items you need to have before your workshop:

- _____ WILD Activity Guides _____ Aquatic Activity Guides
- _____ Flying WILD Activity Guides
- _____ Workshop Completion Certificates
- _____ Copies of the Workshop Evaluation Form
- _____ One Copy Each – Sign-in Sheet, Intro to Project WILD ppt, Hike thru the Guide Review Sheet, In-Kind Services Reporting Form, Facilitator Reporting Form or download the forms at: <http://georgiawildlife.com/ProjectWILDFacilitatorForms>

In addition, you can find the following helpful resources at www.gaprojectwild.org:

- 1) Project WILD Teacher Resource Guide
- 2) Wildlife species information
- 3) Georgia Biodiversity Portal link

After the workshop please...

- _____ Complete the facilitator reporting form and send it with the completed workshop evaluations and sign-in sheet to the Project WILD Coordinator.
- _____ Complete the In-Kind Services Form. Please list the dates, times of day, and the total number of hours (including preparation & driving time) you spent on this workshop and sign the form. Please return the form to the Project WILD Coordinator.
- _____ Send the check(s) for the workshop registration fees or follow-up with the person responsible for payment.
- _____ If there are activity guides left over, please return them to the Project WILD Coordinator with payment.

Once again, thanks so much for your commitment to the Georgia Project WILD Program!