**Project WILD Forms You Will Need**

The following list details forms you’ll need before, during and after your Project WILD workshop. These forms are also available electronically at:

<https://dnr.maryland.gov/wildlife/Pages/Education/PW_FacilitatorResources.aspx>

**Before:**

**Workshop Proposal Form:**

Please send this form in as soon as you have scheduled a workshop. This will allow time to ship books and supplies to you and to notify those waiting for a workshop in your area. It is preferred you send this out at least 4 weeks in advance but please allow a MINIMUM of 3 weeks notice. This form can be filled out electronically or manually and emailed to [sarah.witcher1@maryland.gov](mailto:sarah.witcher1@maryland.gov)

**During:**

**Sign-in Sheet**

Pass the sign in sheet around at the beginning of the workshop and ask everyone to sign it. This helps us keep track of who has been through Project WILD. We sometimes need to be able to verify if someone has completed a workshop. Also, we use this information at the end of the year reporting and evaluations.

**Participant Evaluation Survey**

Now available via paper form OR share the Google form [link](https://forms.gle/Yk4HsSipZPtR8PUR9) (preferred)! Pass out and collect the paper form out (or use a link or QR code) at the conclusion of your workshop. You can also make a copy of the Google form to collect this data, then send it back as a Google sheets report. Surveys are crucial for reporting to the National Project WILD office and for our funding.

**After:**

**Facilitator Reporting Form**

Now available via paper form OR use the Google form [link](https://forms.gle/znBScYvhmMz9ZmtPA) (preferred)! Complete and return this form after your workshop, along with the evaluation forms. This form will let us know how your workshop went and will help us track our progress.

**At the end of the workshop please send the following**:

1. Facilitator reporting form
2. Participant evaluation surveys
3. Sign-in sheet

***Email or mail to:***

Sarah Witcher - [sarah.witcher1@maryland.gov](mailto:sarah.witcher1@maryland.gov)

Wildlife & Heritage Service, 580 Taylor Ave., E-1, Annapolis, MD 21401

**Project WILD Workshop Proposal**

*Please attach tentative agenda with this form and submit 4 weeks prior to workshop to:*

Sarah Witcher, Wildlife and Heritage Service, 580 Taylor Ave E-1, Annapolis, MD 21204. Questions? Call 410-260-8566.

**Facilitator Name(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title or position(s):**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Zip:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone:** (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fax:** (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of proposed workshop:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Times:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed number of workshop participants:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Describe audience:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**# of Project WILD guides needed:** **#of Project WILD Aquatic guides needed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**# of Flying WILD guides needed:** **#of Growing Up WILD Aquatic guides needed:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address to which guides should be sent:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Zip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**ATTN:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date by which materials should arrive:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Would you like to advertise on the MD Project WILD website? € Yes € No**

**Other:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Thanks for scheduling a workshop!!!***

Facilitator(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of workshop: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Maryland Project WILD**

Workshop Sign-in Sheet

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **School/**  **Organization** | **Email Address** | **Subject Taught** | **Grade Level** |
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**Project WILD Evaluation**

*Thanks for participating in our Project WILD workshop! The sponsors and others would like to ask your assistance in providing the following information to help us evaluate the workshop’s effectiveness and to improve future workshops.*

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s) Taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School/Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Optional Demographic Information:* I would describe my race or ethnic origin as:**

a. African American or Black d. Hispanic or Latino g. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. American Indian or Alaskan Native e. Pacific Islander

c. Asian f. White or Caucasian

**1. My position is best described as:** *(Please select all that apply)*

a. Pre-K

b. Elementary

c. Middle School

d. High School

e. Head Start

f. Pre-Service/College Student

g. Non-formal

h. Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Do you teach for a Title I school?**  Yes No

**3. What County (or Counties) do you primarily teach within**? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. I am most likely to use WILD materials with**: *(Please select all that apply)*

a. Early Childhood

b. Elementary

c. Middle School

d. High School

e. College Students

f. All Ages

g. N/A

**5. I am most likely to use WILD activities with the following number of people during 1 year:**

a. 0

b. 1-20

c. 21-40

d. 41-60

e. 61-80

f. 81-100

g. 101-200

h. 200 +

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Workshop Evaluation**  **Disagree** | **Dis**  **Agree** | | | | |
| 1. TThe facilitator demonstrated respect for workshop participants. | 1 | 2 | 3 | 4 | 5 |
| 1. TThe facilitator was knowledgeable about the session content. | 1 | 2 | 3 | 4 | 5 |
| 1. TThe facilitator was organized and prepared. | 1 | 2 | 3 | 4 | 5 |
| 1. TThe facilitator effectively demonstrated how to conduct each activity. | 1 | 2 | 3 | 4 | 5 |
| 1. I I felt engaged throughout the workshop. | 1 | 2 | 3 | 4 | 5 |
| 1. TThe workshop prepared me to use the materials with my audience. | 1 | 2 | 3 | 4 | 5 |
| 1. TThe materials will help me address academic standards. | 1 | 2 | 3 | 4 | 5 |
| 1. I I plan to use WILD with my students within the next 3 months. | 1 | 2 | 3 | 4 | 5 |
| 1. I I will recommend this workshop to a colleague. | 1 | 2 | 3 | 4 | 5 |
| 1. OOverall, the workshop was excellent. | 1 | 2 | 3 | 4 | 5 |

**What was the most interesting information you learned today?**

**Comments/Suggestions?**

**Maryland Project WILD**

Facilitator Reporting Form

**Your Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title or Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facilitator(s): *Please include the names and addresses of all facilitators*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kind of Event: *(please check one)*

𐄂 Workshop (4-16 hours) 𐄂 Institute or course (more than 16 hours)

𐄂 Presentation (less than 4 hours)𐄂 Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Participants: \_\_\_\_\_\_\_\_\_\_

Audience: (check all that apply)

𐄂 elementary teachers 𐄂 resources agency personnel 𐄂 college students

𐄂 secondary teachers 𐄂 industry representatives 𐄂 college faculty

𐄂 principals 𐄂 private conservation group 𐄂 other:

𐄂 superintendents 𐄂 youth organizations

𐄂 curriculum specialists 𐄂 pre-service teachers

Specify what materials, if any, participants received (check all that apply).

𐄂 Project WILD Activity Guide

𐄂 Project WILD Aquatic Guide

𐄂 Other (please list)

Indicate whether academic or other credit was provided: 𐄂 YES 𐄂 No

If yes, what kind: \_\_\_\_\_\_\_ How many units: \_\_\_\_\_\_\_ From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Overall participant response:

𐄂 exceptionally enthusiastic 𐄂 somewhat disinterested

𐄂 generally interested 𐄂 not at all interested

Summary of Project WILD events: (include attachments if needed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Preparation: Briefly describe what means were used to announce this event (include example materials if possible; i.e. flyers).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Agenda: Please list or attach agenda to this form.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow-up: Indicate whether follow-up with participants is planned. If so, please briefly describe.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget:

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| Sources | Item | Dollar Amount or Equivalent Value |
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|  | Direct Dollars: |  |
|  | In-kind contribution: |  |
|  | Total: |  |

Would you be interested in offering Project WILD again? 𐄂 YES 𐄂 NO

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Thanks for your time and effort in offering Project WILD, and providing this information.*** 