

Florida PLT's Registration Policy
Approved by Steering Committee August 23, 2007
Effective January 1, 2008 for all PLT workshops offered in Florida.

Project Learning Tree Central applies for grant funding and sends letters of request for donations every year to help support educator workshops across the state. Unfortunately, the sources of funding have decreased over the years and become more competitive. The funding that FLPLT receives is not enough to cover all of the costs associated with the workshops offered by our facilitators. For PLT to have a sustainable program in the state of Florida we need to charge participants for the cost of the activity guide. The cost of the guide, processing workshop information, and shipping guides is \$15 per guide.

We recognize that it is difficult for some facilitators to collect money from educators, and difficult to compete with workshops that are offered at no charge. Nevertheless, it is impossible to run a program that does not break even. Therefore, we are asking that facilitators either charge participants \$15 or seek sponsorship funding and charge participants the balance. The limited funds that PLT Central is able to obtain will be available to facilitators who meet the selection criteria. See below.

The PLT Steering Committee is developing a sponsorship packet that you can use to seek donations and local sponsorships. The sponsorship kit will include background information about the FLPLT program, a letter you can give to a potential sponsor, and a donation form. We will have this kit ready by **November 1**. You will be able to download the materials from our Web site. A notice with the web page link will be sent by the end of the day on November 1.

To review: Here are your options:

1. Charge a \$15 registration fee for each participant. Collect funds and send them to PLT Central. We can take checks made out to 'University of Florida' or we can send an invoice.
2. Find local sponsors for the workshop. You can have more than one sponsor to cover the costs of the total fee. For example: if you have 20 participants at the workshop, you may receive funding from two sponsors (\$100 and \$200). $\$15 \times 20$ participants = \$300. PLT Central can provide stickers for your books that state the name of the workshop sponsor.
3. Submit a workshop funding application to PLT Central. The PLT Steering Committee will review the applications quarterly (Jan. 5, Apr. 5, July 5 and Oct 5) and select workshops based on criteria. Criteria are as follows:
 - a. In priority areas as stated in PLT's strategic plan such as South Florida and the Panhandle.
 - b. Facilitator has attempted to find local sponsorships.
 - c. Intended workshop is for an active PLT School.
 - d. Intended workshop is for preservice audience.
 - e. Intended workshop is for an underserved audience.

Note: The funding application will be available on our web site by November 1.

Funding for workshops will depend on existing funds received by PLT.

The workshop policy will take effect as of **October 9, 2007** for all future workshops not already submitted to PLT Central.