Dear Name of workshop Participant,

This email is to confirm your place in the upcoming Name of workshop ONREP (PLT/WILD…goes after ONREP) Workshop at Place of workshop.  Below is some very important information regarding your workshop and how to prepare for it.

**Workshop date**:       Place Date Here

**Location**:                      Location and searchable address/direction link here

**Time:**                             Time, beginning and ending.

**When and where to arrive?**

If there are any special buildings or tricks to get where they need to be place it here. Please come early enough to check in and get settled.

**What to wear?**

Is there any special gear they need to wear for the activities scheduled? List it all here.

Dress comfortably for inside and outside activities.

**Things to Bring:**

* (This is where you put any special supplies they might need: computers, snacks, lunch)
* Bring a coffee mug and/or water bottle.
* Bring something to take notes on and with.

**Other information: (LIKE:)**

* Lunch will be provided.
* 2 credits will be available through PSU.
	+ Payment for credit is not provided. You will be responsible for payment to PSU.
	+ To receive the 2 credits, you must attend the Jan 9th workshop, participate in the mentored outdoor learning experience (details at workshop), and attend the follow-up workshop
* All participants will receive:
	+ Project Learning Tree K-8 Environmental Activity Guide.
	+ A resource kit for school yard investigations.
	+ Follow up support from a natural resource professional who will work with you and your students on a school yard learning activity.
	\* An additional educational resource will be given to teams of 3 or more teachers attending from the same school (mentored outdoor learning experience).
* Substitute Reimbursement

If you are unable to attend, please call or email immediately! See written policy below.

**ONREP Policy:**

This PLT workshop is offered free to educators through funding which pays for all fees and instruction. ***You must attend the entire workshop to receive substitute reimbursement (if applicable), curriculum materials and handouts***. No-show and participants canceling by phone less than two days prior to the workshop will be charged a $25.00 cancellation fee.

Feel free to call or email if you have any questions.

Have a fabulous workshop!

Main office 1-800-554-6987

http://www.cof.orst.edu/onrep/