



## Environmental Education Resource Review Submission Cover Page

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

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Resource Title: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Deadlines for submissions are May 1 and November 1.**

Incomplete submissions will not be accepted. If you are submitting paper copies, you must send FOUR copies. Only one copy is needed for electronic submissions.

Include the following and indicate submission type:

Cover Page	<input type="checkbox"/> electronic	<input type="checkbox"/> paper
Resource to be reviewed	<input type="checkbox"/> electronic	<input type="checkbox"/> paper
Program profile in CAEE online database/directory	<input type="checkbox"/> online	
Self-Review Worksheet	<input type="checkbox"/> online	
Supporting information to substantiate claims made in Self-Review*	<input type="checkbox"/> electronic	<input type="checkbox"/> paper
Submission Fee	<input type="checkbox"/> enclosed	<input type="checkbox"/> credit

\*Please include a list of all of the items (props, books, etc.) used in your program if you consider these items to be fundamental in meeting any of the review criteria.

**Other Considerations:**

- if the resource(s) you are submitting are lengthy or elaborate consider flagging or marking specific items that are being used to support specific criteria and/or creating an outline or table of contents.
- include support documents that are pertinent to your program (i.e. evaluation and feedback forms, journals, worksheets, etc.)

			Enter Amount Due
<b>Simple Resources</b>	\$15/submission	\$65/collection	\$
<b>Complex Resources</b>	\$65/submission	\$165/collection	\$
<b>Organizational Membership</b>	\$65/year		\$
<b>Total Amount Due:</b>			<b>\$ 0.00</b>

**Payment Method:**

Check enclosed, made payable to CAEE

Please charge my credit card:

Visa

Mastercard

Card # \_\_\_\_\_

Name on Card: \_\_\_\_\_

Signature: \_\_\_\_\_

Send submission and payment to:

CAEE  
15260 S. Golden Rd  
Golden ,CO 80401  
Email: [info@caee.org](mailto:info@caee.org)  
Fax: 303-273-9527