AAPT/PTRA SECTION MINI-GRANT DOCUMENTATION FORM D

PLEASE SUBMIT ONLY ONE DOCUMENTATION FORM D PER TOPIC

Name of Section to Receive Mini-Grant: ________________________________
Name of Individual in Section who submitted proposal: __________________
Topic of Section Mini-Grant Workshop: _______________ Date(s): _______________
Location of Workshop: __________________________ Total Time for Workshop (in hours): ______
City, State, and/or School

1. Total Number of Participants = [ ______ ]
2. List name and amount of honorarium for each PTRA leader(s) who helped with this workshop. NOTE: Honorarium is based on up to $400 for six-hour workshop. Greater amounts must be pre approved by Jim Nelson. Unless otherwise requested, honorarium checks will be sent to a PTRA’s home address as on file at AAPT.

<table>
<thead>
<tr>
<th>Name of PTRA(s) Requesting Honorarium</th>
<th>Honorarium</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Up to 15 participants 1 leader supported)</td>
<td>$400</td>
</tr>
<tr>
<td>(Over 15 participants 2 leaders supported)</td>
<td>$400/each</td>
</tr>
</tbody>
</table>

E-mail address of PTRA who completed this form: ________________________________

3. List amount of reimbursement you are requesting for workshop supplies and materials. Remember each mini-grant has a maximum budget for workshop supplies and materials. Please provide original receipt(s), and indicate the particular PTRA(s) whose is to receive reimbursement.

<table>
<thead>
<tr>
<th>Name of PTRA(s) Requesting Reimbursement</th>
<th>Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________________</td>
<td>____________</td>
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</table>

4. This workshop was supported by a mini-grant with a budget of $ ____________
5. List amount and source of any in-kind supplementary cost-sharing funds (i.e., funds not provided by AAPT/PTRA mini-grant) using the AAPT/PTRA Cost-Sharing Documentation Form on PTRA Website.
6. If you have used equipment from one of our supporting vendors, please check below and complete the AAPT/PTRA Vendor Report Form.

This workshop used equipment from □ PASCO □ TI □ Vernier □ Other: __________
7. If you have provided materials from one of our supporting vendors, please check below and complete the appropriate form.

This workshop supported materials from □ Perimeter Institute □ Addison Wesley
□ Vernier □ Other: __________
8. Include your section report on this workshop.

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1 If this is a multi-day workshop (e.g., summer institute), please do one AAPT/PTRA Documentation Form D for each AAPT/PTRA workshop topic.