

Instructions for compiling education program information

1. Using Adobe Acrobat, open the PDF files for your state's school and non-school programs, which were reported in the 2005 Education Program Survey. You will note that each page includes information on a single program, with the Field Office (FO) and contact person listed. The programs are listed alphabetically by FO.
2. Print out the documents and send relevant sections to each field office. FOs should review information about each program and make updates and corrections on the hard copy. The "Notes" field may indicate areas where more information is needed.
3. For programs that were not reported in 2005, please use the MS Word fillable forms that can be forwarded electronically to each FO. Note that the forms for school-related and non-school programs are slightly different, so care should be taken to use the proper form. A separate form should be used for each program. When program information is entered on the form, the file should be saved with a unique name—e.g. Name of FO-1 of 6.
4. Once information is entered by the FOs, the hand-corrected PDF forms and the electronic MS Word files should be returned to the State Coordinator, who will compile reports from all the FOs before submitting the electronic files on CD and the hard-copy forms to the Washington Office.
5. State information should be sent by FedEx to:
 - Betsy Wooster
 - BLM Education & Volunteers Division
 - 1620 L Street N.W. – Room 406
 - Washington, DC 20036
 - Phone: 202-452-7731