

Dear Workshop Leader,

We at the Transatlantic Outreach Program want to thank you for taking time out of your busy schedule to lead a “Modern Germany” workshop. After your online order has been reviewed and approved, the teaching materials you requested should arrive within two weeks.

Leading a “Modern Germany” workshop can greatly enhance your application should you apply for one of our fully funded summer study tours to Germany. To learn more, please read the FAQ in the “Study Tours” section of our website at www.goethe.de/top.

As you prepare for your workshop, you may wish to review our *TOP Toolkit for Professional Development*. The TOP Toolkit is designed to support you in navigating our teaching materials and in planning workshops about current-day Germany. The TOP Toolkit is available on our website at:

www.goethe.de/topworkshops

Before the end of your workshop, remember to have your participants complete the attendance form. (Make additional copies as necessary.) **Please ensure that all workshop participants fill out the attendance form as completely and legibly as possible.** You will not receive credit for having led a workshop until we receive your completed workshop attendee information.

To return the completed attendance forms and your workshop leader form, please scan or take a picture of your forms and send them to top@goethe.de. If it is more convenient for you, feel free to send them via postal mail to the address below.

Enjoy sharing these resources with your colleagues!

Kind regards,

The TOP Team

WORKSHOP EVALUATION FORM (FOR WORKSHOP LEADER)

Workshop Leader's Name: _____

Workshop Location (City, State): _____

Date of Workshop (MM/DD/YYYY): _____

Number of Attendees: _____ Attendees

Approx. Duration of Workshop: _____ Minutes

Have you already participated on one of the TOP study tours to Germany? YES NO

If you checked the "YES" box, in what year(s) did you travel to Germany with TOP? _____

If you checked the "NO" box, do you plan on applying? YES NO

How did you first learn about the Transatlantic Outreach Program (Friend, Newsletter, etc.)?

Have you used TOP teaching materials in your classroom?

(If yes, please be specific. If not, please indicate how TOP could improve its materials.)

In your opinion, did attendees feel that the workshop was a beneficial use of their time?

(Why or why not?)

Would you lead another TOP workshop in the future? (Why or why not?)

Does your school have a German language program? YES NO

Is your school involved in any sort of German-American student exchange? YES NO

Please feel free to leave additional commentary on the reverse side.



WORKSHOP ATTENDANCE FORM (FOR ATTENDEES)

*In providing your email address, you agree to receive communications from the Transatlantic Outreach Program (1 email, notification of application availability). **The Transatlantic Outreach Program is bound by strict European Union privacy regulations and will not share attendee information with unintended third parties.***

Name (First, Last): _____

Teaching Position: _____

School Name: _____

Primary Email: _____

Name (First, Last): _____

Teaching Position: _____

School Name: _____

Primary Email: _____

Name (First, Last): _____

Teaching Position: _____

School Name: _____

Primary Email: _____

Name (First, Last): _____

Teaching Position: _____

School Name: _____

Primary Email: _____

EXTRA MATERIALS: RETURN SHIPMENT INSTRUCTIONS

If you received more materials than you could distribute, please do not discard them! The materials constitute a significant financial investment, so please return them to TOP such that other educators may benefit from them.

If you have extra materials (books, maps, DVDs, etc.) then please follow the instructions below. There is no need to return smaller items, such as newsletters.

1. Please contact the Transatlantic Outreach Program:

Email: top@goethe.de

Tel.: (202) 847-4700

- 2. You will be provided with our FedEx account number for the shipment.**
3. Visit your nearest FedEx Office location (www.fedex.com/office).
4. Pack and secure the items for shipment.
5. Ship to the following address using **GROUND TRANSPORTATION**:

HBP Fulfillment
Attn: Earl Gift
952 Frederick Street
Hagerstown, MD 21740
Phone: 301.733.2000 extension: 3075