

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.

As you may be aware, leading a “Modern Germany” workshop will greatly enhance your application should you apply for one of our all-expenses-paid study tours to Germany. If you would like to learn more, please read the “FAQ” in the “Study Tours” section of our website at www.goethe.de/top.

By now, you should have submitted a request for materials using our online materials request form. After your order has been reviewed and approved, the items will ship about 1-2 weeks prior to the workshop date listed on your request form. As you prepare for your workshop, you may wish to review our *TOP Toolkit for Professional Development*. The TOP Toolkit is a new resource for educators designed to support you in navigating our teaching materials and planning workshops. The TOP Toolkit is available on our website at https://www.goethe.de/ins/us/en/spr/eng/top/top_teachers/top_professional_development.html.

Before the conclusion of your workshop, distribute the attached attendance form. (Make as many photocopies as necessary.) **Please make sure that all workshop attendees 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!

Please return both the attendance and evaluation forms to the address below.

Kind regards,

Jan Marie Steele
Education Coordinator

Email: jan.steele@washington.goethe.org
Tel.: (202) 847-4714

WORKSHOP ATTENDANCE FORM (FOR ATTENDEES)

Name (First, Last): _____

Teaching Position: _____

School Name: _____

Home Address: _____

Home City, State, Zip: _____

Primary Email: _____

- I agree to receive communications from the Transatlantic Outreach Program (notification of application availability, biannual newsletter, and special TOP events in your area). **The Transatlantic Outreach Program is bound by strict European Union privacy regulations and will not share attendee information with unintended third parties.***
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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.

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, posters, 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:

Jan Marie Steele
Education Coordinator
Email: jan.steele@washington.goethe.org
Tel.: (202) 847-4714

- 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
c/o Horizon Goodwill
Attn: Earl Gift
14515 Pennsylvania Ave
Hagerstown, MD 21742
240.420.0700