**ANFT Training Paperwork Reconciliation**

 Use this form to ensure that all paperwork has been collected during the training week. Typically, an assistant will be tasked with this process, and on the last day of the training all paperwork should be turned in to the lead trainer.

On the day before the training, take inventory of all manuals and books received for the training:

|  |  |  |
| --- | --- | --- |
| **Book Title** | **Total Received** | **Total Distributed** |
| Trainer Manual |  |  |
| Guide Manual |  |  |
| Other (Additional readings, Amos’ book, etc) |  |  |

 On the first day of the training make sure that you collect all the 5 primary required participant forms. If any are missing gather these forms immediately, if additional information needs to be collected by the participant for the health form collect it no later than the next day. Please ensure that all documents are signed and dated correctly with names printed and initialed where applicable.

\*The 5 main participant forms should be bundled together per participant. See back for additional instructions.

|  |  |  |
| --- | --- | --- |
| **Document Title** | **Total Needed** | **Total Collected** |
| Team Ethics Agreement | 1 |  |
| Trainer NDA Form | 1 for each trainer manual distributed |  |
| Extra Trainer Manuals | X minus total distributed |  |
| Extra Guide Manuals | X minus total distributed |  |
| Participant Certification Agreement Forms\* | 1X total participants |  |
| Participant Liability Waiver Forms\* | 1X total participants |  |
| Model Release Forms\* | 1X total participants |  |
| Participant Medical Questionnaire\* | 1X total participants |  |
| IP Statement for A Guide’s Handbook of Forest Therapy w/Signature\* | 1X total participants |  |
| Course Evaluations | 1X total participants |  |
| Participant Transportation/Accommodation Form  | 1X -only if applicable to training  |  |
| Public walk releases | 1X total public attendants |  |
| Public walk evaluations | 1X total public attendants |  |

Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paperwork for Cohort:\_\_\_\_\_\_\_\_

On the second to last day of the training, ensure that you have collected all required documents. If any are missing, make an effort to collect them before the training ends. If there are any outstanding documents at the end, please make a note on the reverse side of this report.

A copy of all medical forms, including those of training team members, should be kept in hard copy with the first aid kit that is carried during the training. Never leave this paperwork unattended unless it is locked in a secure location. Store all paperwork in a safe and secure location at all times.

When collecting paperwork, please arrange it according to participant in the following order: Medical form on top, followed by participant agreement, model release, certification contract and IP statement for the handbook. Please staple or paperclip each participant’s paperwork before turning over to the FTI office.

Thank you!