All-Purpose Scanning Cover Sheet

MNN - FY17

Instructions: Please fill in all yellow highlighted cells. Print this cover sheet and include with the surveys/logs to be scanned.

IMPORTANT: Please include a separate cover sheet for the Statewide ...rs.

Date:	
Agency name:	
Project title:	
Contact person:	
Form #(s) included*:	

*The form number is the three-digit code located at the upper-right corner of the form.

Reminders:

- Please check to make sure there are no staples on forms.
- Do not fold surveys.
- Do not send photocopies. Photocopies will not scan.

Fill in the date, your agency's name, the name of your project, your agency's contact person for the statewide evaluation, and the specific forms (#s) that are included.

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Project code:

Data files:

Data to be returned to: (Please send statewide survey data requests to your MFF SNAP-Ed Project Mgr.)

Name:	
Email address:	
ccEmail address:	

Fill in the name and email address(es) of the individuals who should receive the data

Forms to be returned to: (Note: Statewide surveys are not returned.)

Agency/Name:	
Address:	
City/Zip:	
Attn:	

Archive info:

Fill in the address information for where you'd like the forms to be returned to.

Additional information

Include any other notes or additional information in this area.