

Scanning Cover Sheet Instructions

Scanning Cover Sheet

Instructions:

1. Fill in all highlighted cells.
2. Print this cover sheet and include in package with the surveys to be scanned.
3. Include only one coversheet for each package.

Complete all information below

Date:	
Organization name:	
Project type:	<input type="checkbox"/> Subrecipient <input type="checkbox"/> Community Impact Project (CIP)
Project title:	
Contact person:	
Contact person email:	
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 surveys.
- Do not fold surveys.
- Do not send photocopies. Photocopies will not scan.
- Do not place overlapping barcode labels on surveys.

Mail surveys to: Using USPS

Michigan Fitness Foundation
P.O. Box 27187
Lansing, Michigan 48909
attn: Scanning Services

Using UPS or FedEx*

Michigan Fitness Foundation
2843 Eyde Parkway
East Lansing, MI 48823
attn: Scanning services

Additional information:

*Office is moving to this address. Verify mailing address before labeling package.

Fill in the date, your organization's name, the type of project - Subrecipient or Community Impact Project (CIP), the project title, the name and email address of the contact person for your project, and the specific forms (#s) that are included.

Take note of which address to use depending on the mode of shipping.

Date received: _____

Include any other notes or additional information in this area.