

Scanning Cover Sheet

FY25

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.

MFF Office Use

Agency code:

Project code:

Data files:

Notes

Date received: _____

Scanner initials: _____

Archive info: _____