

# 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  
1213 Center Street, Suite D  
Lansing, Michigan 48906  
Attn: scanning services

### Additional information:

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.