

Scanning Cover Sheet

FY24

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:

MFF Office Use

Agency code:

Project code:

Data files:

Notes

Date received:

Scanner initials:

Archive info: