

# 2007-2008 CM Mailing #2 Enclosure List

- **CM COORDINATOR COVER LETTER**
  
- **EVALUATION REPORT FORMS** – If you are not using GER, print a copy of the discipline forms you need.
  
- **RECOMMENDATION TO REMAIN AT LEVEL FORM** - Please make these available to evaluators.
  
- **TRACKING FORM**  
A form to track disciplines who are evaluated away from their home branch is included. This form is helpful in tracking Panel eligibilities and will also provide senior award back-up information.
  
- **PRINTING REIMBURSEMENT FORM**  
Please submit to state office with all receipts ASAP.  
NOTE: - *Receipts older than (3) months are not reimbursable*  
- *Printing Reimbursement is only for specific forms sent as Master Copies*
  
- **CM 2008 INSTRUCTIONS FOR ENTERING EVALUATION INFORMATION ONLINE**
  
- **BRANCH CHAIR HELP PAGE**

**EVALUATOR PAYMENT INVOICES** – will arrive in the mail from the State Office  
Quantity based on your branch registration report

**EVALUATION SCHEDULE FORMS – AVAILABLE BY REQUEST**  
If your branch requires these (3) part NCR forms, please call the state office ASAP with quantity information. This form is also available from the cmchairs group, Files folder on Yahoo.

**CM test materials, senior medallions & certificates  
will be sent to you at the end of January**