

2008-2009 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.

- **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 2009 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.

**CM test materials, senior medallions & certificates
will be sent in January**