

## Documentation Committee

Members Dave McCackren, Dan Kophazi, and Tommi Holsenbeck met to give recommendations from the Documentation Committee.

The QR codes on the AAPT/PTRA website were tested by each member. They work well and provide the information needed by the PTRAs Program Director. The problem arises when PTRAs don't let her know in advance about the workshop, session, meeting, etc where PTRAs materials are shared. Every PTRAs must use the before and after documents for workshops, sessions and presentations.

The committee would like a certificate of attendance from AAPT/PTRA to be posted on the website for use at workshops. The presenter would complete the certificate with the participants name, date and workshop attendance.

We believe a letter to the teacher's superintendent or principal would be appreciated by the teacher and would also include information about the PTRAs Program. This program information would help spread knowledge of the physics training we could supply.

To further get the word out , a generic letter/press release will be posted on the website for the participant to send to a local newspaper or other publicity outlet in their community/town.

Tommi Holsenbeck will volunteer to contact PTRAs every quarter to see if they have shared any PTRAs activities with teachers or others.