



CLfT Workshops

Participating **State agencies** have cooperative agreements to participate in CLfT programs through their Regional Association (NEAFWA, MAFWA, SEAFWA, or WAFWA). McGraw invoices the Association after the workshop season for their respective State agencies participation. The Associations in turn invoice the agency. Agencies should not send payment to McGraw or send it with a participant!

Federal agencies have separate payment processes for participation and are not eligible for travel reimbursement. Please inquire with the CLfT Director for more information.

The current fee for participation in a *CLfT workshop* is \$3,300 per person.

- This fee includes tuition (including classroom materials), lodging, meals, transportation to and from the airport, transportation to range/ hunt facility/ etc., shooting range activities, refreshments during the day, an upland game bird hunt, game dinner, a social networking evening,
- We cover the cost of meals beginning with lunch on Monday through lunch on Friday.
- If a Sunday arrival prior to the workshop is absolutely necessary, we will reimburse reasonable hotel costs with the approval of the CLfT Director.
- If a Saturday departure after the workshop is absolutely necessary, we will reimburse reasonable hotel costs with the approval of the CLfT Director.

The current fee for participation in a *CLfT Online* program is \$100 per person.

Travel Considerations

Workshops begin on Monday afternoon, starting around 2:30 pm (varies at different venues).

Workshops usually end by 11 am on Friday.

If traveling by vehicle:

- We ask that participants arrive no later than 1 pm on Monday.



If traveling by air:

- Please schedule flight arrivals at least two hours ahead of the workshop start time.
- Considerations when planning flights:
 - The distance to and from the airport and the workshop venue
 - In addition to the distance to the airport, when planning your Departure flight, consider airport arrival time preference. (i.e., 2 hours prior to your flight)
 - Schedule to depart Friday afternoon. Airport shuttles will not depart the workshop venue until the conclusion of the workshop.

Workshop Reimbursement Procedure (State Agencies Only)

- Our reimbursement process begins after the workshop.
- We cover the cost of meals beginning with lunch on Monday through lunch on Friday.
- We do not cover the costs of snacks and drinks while traveling.
- We do not reimburse the cost of a rental vehicle without prior approval from the CLfT Director.
- We reimburse mileage at the current IRS rate. (We cannot reimburse both mileage and gas receipts)
- We must receive copies of receipts! **We do not pay per diem!**
- We cannot reimburse for clothing (coats, boots, gloves, etc.)
- Reimbursement checks can go to either the agency and/or the participant. Reimbursements can be split as needed.
- We reimburse “reasonable” Economy airfare. We will not cover 1st class seating.
- We will cover the baggage fee for 1 checked bag. (exceptions by approval of CLfT Director)

Workshop Logistics

What to bring

- Dress code is “casual”, agency uniform is not needed.
- Field boots/ hiking boots
- Toiletries
- Bring appropriate outer wear (be prepared for rain and or snow)



- Linens, pillows, and towels are provided by facilities.

Meals

- Provided meals begin with Monday's lunch, and include breakfast, lunch and dinner on Tuesday, Wednesday, and Thursday, breakfast, and lunch on Friday.
- Vegetarian options are provided by our meal service providers.
- Special diets can be challenging to accommodate. Some facilities handle special diets better than others. Participants may consider bringing food, snacks, etc. as well as contacting the CLFT Director for assistance in selecting their best workshop option.

The Hunt

- Participants are not required to participate in the hunt. We do ask, however, that they go along and observe to have a better understanding of hunting.

General

- To fulfill the requirements, goals and objectives of the program, participants must attend all 5 days.
- Visitors or observers are not permitted without prior approval by the CLFT Director.
- We do not allow personal firearms.
- Service animals are welcome; however, pets are not permitted.
- We do not suggest bringing family members. (The workshop schedule will not allow for time with them, and we are unable to provide meals.)

If in doubt, please check with your agency liaison, supervisor, or the CLFT Director.

