



## Application for Advanced Training-Classroom

**Part One** (Submit at least 90 days before class)

County: \_\_\_\_\_ Date(s): \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Time of Class: \_\_\_\_\_

Location of Training: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Topic: \_\_\_\_\_

**Purpose of Training (a brief statement of what participants will learn:-**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach an agenda with topics and main speakers for the Advanced Training. This will be a brief summary of the training.**

***A Guide for Counties to Host Advanced Master Gardener Training*** <https://www.uaex.uada.edu/yard-garden/master-gardeners/county-76/advanced-mg.aspx> will be followed by the host county.

\_\_\_\_\_  
**Signature of Committee Chair or Contact Person**

\_\_\_\_\_  
**Signature of County Agent**

\_\_\_\_\_  
**Date Submitted**

**Please complete and send (at least 90 days before planned event) to Master Gardener Advanced Training Coordinator, Julie Treat, 2301 South University Avenue, Little Rock, AR 72204, or email the information to [jtreat@uada.edu](mailto:jtreat@uada.edu)**

## Application for Advanced Training-Classroom

**Part Two** (Submit at least 60 days before class)

County: \_\_\_\_\_ Training topic: \_\_\_\_\_

Date of Class: \_\_\_\_\_ Location: \_\_\_\_\_

Topic Outline with speakers – Please attach the final agenda.

### Budget Section of Part 2 Application

Number of total participants for training \_\_\_\_\_

**Fixed Expenses**

Cost of Facility \_\_\_\_\_  
 Speakers Expense \_\_\_\_\_  
 Honorarium \_\_\_\_\_  
 Other \_\_\_\_\_

Total Fixed Expenses \$ \_\_\_\_\_

Total Fixed Expense \$ \_\_\_\_\_ / # persons \_\_\_\_\_ \$ \_\_\_\_\_ Fixed Expense Per Person

**Expense/Person**

**Exp/Person X Number = Total**

Lunch (if provided; if not, how will this be handled?)

\_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ \$ \_\_\_\_\_

Copies, Materials, Postage \_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ \$ \_\_\_\_\_

Snacks \_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ \$ \_\_\_\_\_

Fee to County 76 \_\_\_\_\_ \$5.00 X \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_ X \_\_\_\_\_ \$ \_\_\_\_\_

\*Expense/Person \_\_\_\_\_ X \_\_\_\_\_ \$ \_\_\_\_\_

+

\*Fixed Expense/Person \_\_\_\_\_

Equals **Training Fee** \$ \_\_\_\_\_

**Training Fee** \$ \_\_\_\_\_ x # Persons \_\_\_\_\_ **Budget** \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of County Agent

\_\_\_\_\_  
Date

**NOTE:** Advanced Training should be equally available to all MG Members in state. The Advanced Training Class announcement will be sent out at same time through State Extension Office. Please complete and send to Master Gardener Advanced Training Coordinator, Julie Treat, 2301 South University Avenue, Little Rock, AR 72204, or email the information to [jtreat@uada.edu](mailto:jtreat@uada.edu)