



Arkansas Master Gardener Program – County 76 Check List for Hosting Advanced Training for Classroom

Date _____

County _____

Five to Nine Months Prior to Advanced Training Date

- _____ 1. Select a Topic, Date, and Location for Training
- _____ 2. Notify Master Gardener Advanced Training Coordinator (MG ATC) of training date
- _____ 3. Designate Chair (establish committee and assign member responsibilities)
- _____ 4. Committee has read Guide for Hosting Counties & Financial Guidelines / 4H & MGs

Three Months Prior to Advanced Training Date

- _____ 5. Complete **Part One of Application for Advance Training** and send to Master Gardener Advanced Training Coordinator (MG ATC) at the State Extension Office in Little Rock
- _____ 6. Establish purpose (What you want participants to learn)
- _____ 7. Contact and confirm speakers for Advanced Training (AT) program

Notification of Training Committee comments to host county within eight days

Two Months Prior to Proposed Training Date

- _____ 8. Determine budget and cost per person for course
- _____ 9. Complete **Part Two of Application for Advanced Training** and send to MG ATC.
Working closely with the financial person in host county office & follow Extension guidelines.

Notification of Training Committee comments within eight days

- _____ 10. Write Speakers to document pertinent information – location, expenses, audio visual requirements, brief topic summary, biography, etc.
- _____ 11. Prepare email announcing AT class; include dates, registration cutoff date and topic.
- _____ 12. Prepare Registration Packet
 - Registration Form (Make lunch arrangements if necessary)
 - Course Agenda, session summaries and bios/speakers
 - List of hotels/motels in area
 - Map or clear directions to class site
 - List of places of interest in area

Six or Seven Weeks prior to Advanced Training

____ 13. Send email announcing AT Class and Registration Packet to MG ATC (#10 & 11) for distribution to counties. Registration forms will have payment enclosed when they are received at your County Ext Office. Note: The Ext Office has a state requirement where it must deposit any funds within 3 day of receipt.

- All registration forms are be logged in by date received; suggest upper right top of registration form.
- Registrants should be notified via email right away to advise their registration form was received and if they will be in the class or that the class is full and they are being placed on a waiting list. By maintaining a wait list that reflects the date received it allows first received as a replacement in case of any cancellations.

Two Weeks Prior to Proposed Training Date

____ 14. Send roster or registrants to MG ATC – update list with any late registrants. (MG ATC will send attendees list to Counties. This will allow people in the same area to carpool). **Also at this time a County CES transfer is made to County 76 CES for the total amount of \$5 per registrant.**

____ 15. Arrange with MG ATC to develop evaluation form

____ 16. Confirm speaker arrangements

____ 17. Make class material packets (handouts, flash drives, notebooks, supplies)

One Week Prior to Proposed Training Date

____ 18. Technical equipment arranged for and tested to insure working and compatible (consider having backup computer and projector)

____ 19. Lunch arrangements confirmed (if applicable)

____ 20. Assembly room arranged as it will be for training

Day Before or Day of Class

____ 21. Check Room setup

____ 22. Verify microphone, computer, power point, and projector are working properly

____ 23. Insure water, coffee, or sodas (as appropriate) availability

____ 24. Place signs outside directing to classroom & parking

____ 25. Registration table set up – sign in sheets / packets with registrants' names

Within Two Weeks after Training

____ 26. Return to MG ATC office the certificates not presented to individuals after the class

____ 27. Send list of participants who completed the class (name, address, email, county, year participant completed MG basic training, telephone number) to MG ATC

____ 28. Send financial report (and check if applicable) made payable to CES for payment of profit of more than \$500 for the host county to MG ATC within three weeks of the AT

____ 30. Send thank you notes to speakers and other significant supporters

____ 31. Host Committee holds wrap up meeting to go over what went well and what did not and sends results to the County 76 Advanced Training Committee.

Enjoy the feeling of a job well done.