



## Arkansas Master Gardener Program – County 76 Checklist for Hosting Advanced Training for Zoom

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
  - Course Agenda, session summaries and bios/speakers

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## 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. **also at this time a check is to be sent equal to \$5.00 for each registrant; made payable to CES and mailed to Julie Treat, MGATC, 2301 South University Avenue, Little Rock, AR 72204**

\_\_\_\_ 15. Arrange with MG ATC to develop evaluation form

\_\_\_\_ 16. Confirm speaker arrangements

\_\_\_\_ 17. Plan for making class material handouts etc. - available .to participants

## 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)

## Day Before or Day of Class

\_\_\_\_ 21. Check of equipment

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

## Within Two Weeks after Training

\_\_\_\_ 23. Certificates are to be mailed or emailed to those completing the class.

Notify the MG ATC office of any certificates not presented to individuals

\_\_\_\_ 24. Send list of participants who completed the class (name, address, email, county, year participant completed MG basic training, telephone number) to MG ATC

\_\_\_\_ 25. 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

\_\_\_\_ 26. Send thank you notes to speakers and other significant supporters

\_\_\_\_ 27. 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.**