

**County 76**

**Plan for Hosting a Master Gardener Advanced Training**

1. Establish a committee and appoint a chairman and co-chairman.
2. Chairman contacts, County Agent, Master Gardener Advanced Training Coordinator, and the Advanced Training Committee who will appoint a mentor to work with the host committee throughout the process.
3. Determine the topic: Horticultural topics based on scientific research, expanded above the basic Master Gardener training curriculum (notebook, zoom, and online curriculum, which could include horticulture topics that are not included in the basic curriculum.) Each class must be at least of one hour duration. Notify the Advanced Training Coordinator for approval of the topic.
4. Determine a date, time, place. Check the Master Gardener Calendar! Keep the County Agent and mentor advised of all decisions. Select a speaker or speakers: they must have experience or extensive knowledge of the topic. Keep in contact with the speaker for biography, topic summary, audio visual requirements, and expenses. Send the speaker/s written or email confirmation of all details. If the committee gives the speaker an honorarium it should be less than $100.
5. Develop a break-even budget at least three months prior to the training with a cost per person to cover ALL expenses. All expenses will be paid from the hosting county office.
6. Complete proposal and budget forms, have them signed, and submit to Master Gardener Advanced Training Coordinator, County Agent, and mentor for approval.
7. Immediately, after approval prepare the registration packet including course agenda, session summaries, speaker biographies, list of hotels/motels, directions, places of interest. An email should be sent through Constant Contact to all qualified Master Gardeners which includes the registration packet.
8. All registration forms will be logged in by date received. Registrants must be informed via email to advise that their registration has been received and their status. A wait list will be maintained if necessary.
9. Send a roster of registrants as soon as the class is filled to Master Gardener Advanced Training Coordinator.
10. The host committee will provide an evaluation form or will use the form developed by the Advanced Training Committee.
11. Confirm speaker arrangements two weeks prior to the event.
12. Make class material packets including handouts, notebooks, flash drives, supplies.
13. Before the class, verify that the technical equipment is tested and compatible; and check room set-up; confirm lunch, drinks, and snack arrangements; registration table is organized; signs for parking and classrooms are in place.
14. During registration have **each paid participant** sign in on an AFFACT 08.1 sheet. ([Link for AFFACT 08. 1](AFFACT-08.1%20(1).xlsx))
15. Send thank you notes to speakers and other supporters.
16. Host Committee should use the evaluation form to critique the Advanced Training Course and convey the results to the Advanced Training Committee.