

Master Gardener Level 1 Training Facilitator Guidelines

Before class:

One day before class arrange for key to classroom, if necessary

Arrive one hour prior to the start of training

Setup the room –

- Turn on heating/air conditioning or adjust thermostats up or down, as applicable

- Set up tables and chairs

- Make coffee and set out refreshments

Make sure audio-visual equipment, if needed, is in the room and connected

Place a box on a table by the door for receipt of quizzes

During class:

Take attendance on sheet provided

Assist instructor and students as needed

Grade quizzes with answer key provided and record scores

Give graded quizzes for previous class back to students at end of class

Handout current class quiz

Take pictures of the classroom, students, hands on exercises, instructor, etc.

After your class:

Breakdown the room; returning tables and chairs as you found them (unless you've made other arrangements with Scott.)

Return thermostats to their standby state before locking the room -- follow instructions posted on wall by thermostats.

Clean up kitchen and refreshments

Place attendance sheet and scores in sealed envelope and place on desk in Hort line room.

Give key back to Extension, if necessary

... and don't forget to record your time on your time sheet