2013 Graduation from Training Requirements

1. One un-excused class or field trip absence (15 weekly sessions). *(Some exceptions may apply – extended illness, emergencies, etc. for a 2nd absence)* Please email agent prior to any absence.
2. Complete all required in-class or take home exercises, plant quizzes
3. 70% or higher on a final plant quiz (April 12)
4. 70% or higher on mid-term (take-home test distributed in March)
5. 70% or higher on a final exam (take-home test distributed April 19 and returned April 26)
6. Complete and turn in all on the same day any in-class pre-tests and post-tests
7. Class room discussion & field trip participation and assisting with classroom setup and teardown.
8. Answer in writing one page garden study question in writing or sent via email by April 19. An alternative is presenting a new speaker’s bureau topic presented during class.
9. Try out 8-10 different volunteer activities *(some exceptions may apply)*
10. Knows log in procedure for vms and add biographical info and/or meet the master gardener

2013 Lee County Master Gardener Volunteer Requirement Completion

1. Background check clearance to volunteer with parks department (during training)
2. Mandatory volunteer (checklist) activity sheet completed and showing participation in 8 or more areas. *(some exceptions apply if discussed with the agent)*
3. Several volunteer hours logged electronically by graduation date
4. 60 hours of volunteer time logged into vms no later than April 30, 2014
5. Regular contact with an extension agent (FYN, Ag & Nat. Res. or horticulture) or MG leadership team.

Presentation Guidelines

1. Topic that is NEW and can be added to the speaker’s bureau this Spring or Summer
2. Provide a bulleted outline of major topics being presented
3. Provide a 15 minute portion of your topic presentation and demonstrate how you’d present it to groups.
4. Answer 5 minutes of questions. Some evaluation comments will be made by the agent
5. Prepare final topic name and 75 word description to add to website
6. Indentify University of Florida or Master Gardener, extension resources on the topic
7. **Optional:** Use powerpoint slides, technology components, digital pictures, website links
8. **Optional:** Create handouts, landscape plans, class outlines, powerpoint handout of slides or bring plant samples, drawings, photos of yards, etc.
9. Identify availability (if seasonal resident)