



THE UNIVERSITY OF GEORGIA

# COOPERATIVE EXTENSION

Colleges of Agricultural and Environmental Sciences & Family and Consumer Sciences

## DEKALB EXTENSION MASTER GARDENER SPEAKER REQUESTS

### GUIDELINES/COUNTY POLICY 2009

#### **(These are specifically set up to guide requests from outside Civic Groups and Garden Clubs)**

- All speaking requests must be directed to the County Master Gardener Coordinator and the Horticulture Coordinator. Even when you are asked directly, you need to discuss the activity with one of the above (preferably several weeks in advance). This way everyone knows the topic, the location, the date, the contact person and the end results. Also, then we have time to line up a speaker and the appropriate program resources (handouts, equipment, etc.).
- If you are going to be the speaker yourself, you need to be sure you are prepared by: discussing the topic with extension staff (providing outline if requested), having literature, having a brief Master Gardener Program Intro, and by having reviewed the information enough that you can put on an entertaining and professional presentation.
- Most presentations are 30 to 45 minutes.
- We prefer that all presentations be held in public locations (libraries, club houses, schools, etc.) so that they are open to everyone as specified in our federal program guidelines and for safety's sake. However, exceptions can sometimes be made when the only location available is a private home.
- Groups that request speakers are required to provide a minimum audience of 15-20 people to make the effort worth while.
- Generally, we do not provide speakers Friday nights or Sundays.
- There are no speaker fees and we do not accept monetary rewards for staff or master gardener volunteers. We can accept donations for the Master Gardener Program or for our County 4-H if the host sponsor is so inclined.

- Presentations can be provided for the following topics that address key county issues. All these have been professionally produced and they are canned programs (slides or power point) with scripts.
- Our DeKalb County issues we are addressing in our current 5 year plan of work are:
  - o Water Management (includes quality and quantity)
  - o Yard Trimmings Management (composting, grass-cycling and mulching)
  - o Pesticide Safety & Alternative Methods of Pest Control
  - o Tree Protection & Urban Forestry
  - o Community Gardening
- All other requests for topics that require too much staff development and research time are rejected. They would then only become available if there was a master gardener volunteer who was willing to produce a training program or update an old extension presentation. Once produced this presentation should be staff reviewed and approved for duplication and use before it goes out to any audience.  
Why? It is not practical or an efficient use of staff time to address every landscape, environmental or horticultural issue requested.
- We do not teach a series of programs for one group. In fact, we limit these types of garden programs to one presentation per group, per year. This allows us to spread our staff and volunteers around and reach as many groups as we can.