

## 2025 MG Class Certification Workshop and Class Welcome Task List

Updated: May 29, 2024

*MGA President should hold a coordination meeting in February with the Membership Chair, Social Chair, Mentor Coordinators and Volunteer Coordinator to clarify who will be responsible for each task.*

	Task	Responsible	Due by	Comp.	Notes
1.	<b>CERTIFICATION WORKSHOP</b>				9:00AM
2.	Select date (last day of MG Class)	Vol Coor			
3.	Select location & make reservation	Membership Chair			
4.	Obtain contact and secondary contact information				
5.	Confirm reservation with venue a few days before the event				
6.	Obtain/schedule volunteers to move tables and chairs if needed	Membership Chair			
7.	Confirm number of tables and chairs needed with venue	Membership Chair			
8.	Request MGA check for room rental	Membership Chair			
9.	Determine room layout & seating chart	Membership Chair			
10.	Number tables & make list of who is at which table so people can be directed to seats	Mentor Coordinators			
11.	Prepare place cards	Mentor Coordinators			Use class tent-cards; make place cards for mentors
12.	Request mentors via email, with instructions from Mentor Coordinators	Mary			
13.	Assign mentors	Membership Chair and Mentor Coordinators			
14.	Schedule mentor training	Mentor Coordinators			
15.	Prepare Powerpoint	Volunteer Coor & Mentor Coor.			
16.	Prepare handouts	Mentor Coordinators			
17.	Invite project chairs to staff sign-up tables	Vol Projects Coor			
18.	Remind class of location and provide directions	Mary			
19.	Reserve / set-up microphone	Mary			
20.					
21.	<b>CLASS WELCOME</b>				
22.	Determine time certified MGs come for lunch	Membership Chair		x	
23.	Prepare agenda	Membership Chair			

	Task	Responsible	Due by	Comp.	Notes
24.	Ask Committee Chairs to come prepared to introduce their members and state committee role	President			
25.	Request RSVPs from MGA membership	Membership Chair			Share number of people/names with Mentor Coordinators and Social Committee
26.	Take photos	Comm. Committee			
27.	Send certified MG's a meeting reminder, directions, etc. via e-mail	Mary Barnes			
28.	Submit article on event to newsletter	Comm. Committee			
29.	Have sign-in sheet w/ class members added	Mary Barnes			
30.	Confirm venue date and time	Membership Chair			Get emergency contact information
31.					
32.	<b>Refreshments</b>	<b>Social Committee</b>			MG Class fees cover food; MGA pays for paper products, venue
33.	Determine light lunch menu				
34.	Determine source of food				
35.	Ice for cold drinks				
36.	Secure beverages (e.g. water, coffee, tea, etc.)				
37.	Beverage dispensers (both Extension offices)				
38.	Secure paper products				
39.	Secure tablecloths				
40.	Bring refreshment tote from Extension Office				
41.	Secure additional items for clean-up				
42.					
43.					
44.	<b>Center Pieces</b>	<b>Membership Chair</b>			
45.	Determine what will be used for centerpieces / door prizes				
46.	Pick up centerpieces				
47.	Bring tickets to raffle center pieces				
48.	Conduct raffle				
49.					
50.					
51.					
52.					

2023 – MG class funds used to purchase refreshments for Certification Workshop/MGA Meet and Greet (Associates, mentors, and MGs invited). MGA purchased paper products, paid for room rental, center pieces, etc.  
\$10/class member budgeted

2024 – MG class funds purchased veggies, Costco roast chicken wraps and finger desserts. 42 attendees (class, mentors and coordinators, no other MGs attended); 60 roast chicken wraps (6 left over); needed two 16oz ranch dressing and two hummus; 3 grape containers from Costco, ate some cauliflower, not much broccoli, carrots, celery, sliced peppers, some cucumbers; 1 container of cherry tomatoes, 2 containers of strawberries, small bag of cuties (grocery store size, not Costco size). Just get cookies for dessert; they did not eat many of the specialty finger desserts. MGA provided eating utensils, plates, napkins, beverages

Yavapai County Master Gardener Association  
Certification Workshop and Class Welcome

May 8, 2024

9:00am to 12:30pm

Location: American Legion Hall, Cottonwood

- Certification presentation Cindy Pitcher /  
Mary Barnes
  - Mentor and mentee responsibilities
  - Behavioral styles
  
- Mentors and mentees meet to discuss styles,  
Preferred volunteer tasks, etc.
  
- Sign-up for volunteer activities
  
- Welcome Certified Master Gardeners Cathy Michener
- Class members introduce themselves
  
- Introduce MGA officers & committees Pam Edwards
  
- Lunch
  
- Raffle (for Associate MGs) Kathleen Green
  
- Closing remarks Matt Halldorson