

Presentation Sign-in Form

The attached Event Sign-in Form is to be filled out for the University of Arizona for affirmative action reporting purposes.

Presentations to Adults

Master Gardeners who give presentations to groups of adults should ask the participants to sign the form. If that is not convenient, then do a visual count and put that total on the form. If you can include the number of each gender and number by ethnic group, do so.

Youths

Do not ask youths to sign the form. Just do a visual count of the number of youths.

Completed Forms

The completed form should be mailed to the Prescott Cooperative Extension Office, 840 Rodeo Dr, Bldg C, Prescott, AZ 86305, Attention Master Gardener Volunteer Coordinator.

If the form is not filled out by the participants, you may e-mail the counts to the Volunteer Coordinator (Mary Barnes).

