

Guidelines for Speakers' Bureau Talks

Thank you for being part of the Yavapai County Master Gardener Speakers' Bureau. When you give talks to the public you are representing the University of Arizona, Yavapai County Cooperative Extension. Please refer to the following instructions when preparing for your presentation:

1. Points to cover in your introduction:
 - *I am a Master Gardener volunteer for the Yavapai County Cooperative Extension, which is the outreach arm of the University of Arizona College of Agriculture and Life Sciences*
 - *Master Gardeners are trained by the University of Arizona, and we provide science-based horticulture information to the public by staffing horticulture help desks in both the Camp Verde and Prescott Extension offices and by giving talks, as I'm doing today*
 - *Include an introduction slide (recommend second slide after your topic slide) providing information on the Co-op extension – a powerpoint template is included with the guidelines.*

You should also say a few words about the Cooperative Extension either at the beginning or at the end of your talk. Following are a couple resources for you.

- See attached Services Offered by Extension (pages 3 & 4)
 - Review the latest Yavapai County Extension Annual Report to become familiar with all of Extension's programs <https://extension.arizona.edu/yavapai>
2. It is recommended that you bring some Master Gardener business cards, MG bookmarks, or another handout with Extension contact information.
 3. Having a handout (1 or 2 sides) with some pertinent information about your talk will give the audience something to take notes on and to bring home for future reference. A template is attached – page 5. Ask the person requesting your talk if they can make the copies, otherwise, you may bring them. You can also email a PDF copy of your presentation to your contact. If you copy the presentation in the Ext Ofc use copy machine code 154323.
 4. Materials (handouts, Powerpoint presentations, etc.) should be branded with U of A and Master Gardener logos. Page 10 shows the recommended power point template. You can request the powerpoint slides by email ycmgspeakersbureau@gmail.com.
 5. Check with the Master Gardener Help Desk before your talk to learn what the latest problems/questions have been. Both the Camp Verde and Prescott offices keep logs of completed calls, which you are welcome to review.

6. Please check with the requestor if you need to bring your own equipment or if the facility will have it available to you. The Prescott office has equipment/supplies available for you to check out for both Camp Verde and Prescott areas. If needed, please reserve as early as possible. Provide date and location of presentation, equipment required, when you will pick it up and when will you return it. See page 6 for a listing of available supplies and contact information to reserve specific equipment by region.
7. **U of A requires that we have a record of attendees to our talks.** The form and instructions are attached (page 8 & 9) and is also available on our website. If you are presenting to an organization that has a sign-in sheet, you may ask them for a copy. If you are speaking to a public forum, like a nursery, just get a count of the number in attendance. The sign-in sheet should be sent to either the Prescott Extension Office, Attention: Mary Barnes or the Camp Verde office Attn Lisa Gerber either by mail or by pdf file.
7. Sometimes people ask if we accept contributions for our services. While we don't take personal gratuity, you may tell them how they could make monetary contributions to the Yavapai County Cooperative Extension and specifically to the Master Gardener Program, if they'd like. A form is attached (page 7).
8. If there are questions you can't answer or if they would like a talk on another topic, ask them to contact the Master Gardener Help Desk.
9. **After your talk, please provide the following information to ycmgspeakersbureau@gmail.com attn: Laurin Pause and Stephanie Lambert:**
 - Date of talk
 - Title of presentation
 - City/township
 - Group presented to
 - Number in attendance - adults or children, gender and ethnic breakdown
 - A copy of your powerpoint presentation to archive for future presentations

Services Offered by Extension

Days and hours of operation

<p>Camp Verde Office 2830 N. Commonwealth, Camp Verde 928-554-8992 (Master Gardener) verdevalleymg@gmail.com</p> <p>Monday – Friday, 9am–12pm & 1pm–4pm</p>	<p>Prescott Office 840 Rodeo Drive, Bldg C, Prescott 928-445-6590 (Master Gardener Ext 222) prescottmg@gmail.com</p> <p>Monday – Friday, 9am – 12pm & 1pm – 4pm</p>
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Website: <http://extension.arizona.edu/yavapai>

Soil testing (pH test only) performed by Extension office

- Free
- Bring samples to Extension office – 8 oz dry soil in paper bag or Ziploc (not sealed)
- Results will be called, e-mailed, or U.S. mailed (if provide stamped, self-addressed envelope)
- Soil tests performed weekly in Prescott and Camp Verde offices
- Extension office has a list of labs that test for other than pH; Texas A&M performs very reasonably priced, extensive soil tests

<http://soiltesting.tamu.edu>

Plant ID

Bring sample, including as much of plant as possible (leaves on stem, flower, picture of over-all plant are helpful). Plants like grasses almost always need flower to identify.

Plant Problems

Pictures are helpful, along with sample of the problem. Can e-mail pictures but MG may still ask for sample to be brought in.

Insect ID

Bring sample, in jar or Ziploc bag. Also helpful to bring piece of plant that it is found on if it is eating it.

Horticulture questions that should be referred to the Extension Office – give client the Extension Master Gardener Helpdesk contact information.

- Pasture or range land questions
- Questions from municipalities, businesses, ranchers, livestock areas, agencies, etc. (often related to weeds)
- Anything you can't answer or are not sure of

Extension Office Programs (Reference: Annual Report on website)

Program	Components	Extension Contacts
Animal Science	V Bar V Ranch Experiment Station, Livestock Nutrition, Grazing Behavior, and Quality Assurance	Jeff Schalau
Family Health & Well-Being	Early Care Education, Early Brain Development, Nutrition Education, and Leadership	Hope Wilson
Food Safety	Food Manager Certification, Consumer Education, High Altitude Cooking, Nutrition Education	Hope Wilson Rebecca Serratos Aimee Novak
Agriculture Horticulture	Master Gardener training and volunteer support, Arizona Certified Nursery Professional training, Insect and Disease management, small acreage training (Well Owner Workshops, Beginning Farmers, etc.) and general assistance	Jeff Schalau Mary Barnes
Noxious/Invasive Weeds	Weed Management Area Coordination, Agricultural Pesticide Certification, and Public Education	Jeff Schalau
Positive Youth Development	4-H Youth Programs, 4-H Leader training/support, and Youth Leadership; STEM	Shirley Vasovski Stacy DeVeau
Rangeland Management	Sustainability of grazed rangelands for ranchers and agency personnel, and Rangeland Monitoring	Jeff Schalau

Sample Handout



THE UNIVERSITY OF ARIZONA
Cooperative Extension
Yavapai County - Master Gardeners

Date:

Name of group you are speaking to

Presented by: *your name*, Master Gardener

Title of Your Talk

Examples of what you can enter here:

- *an outline of your talk so they can take notes (distribute before the talk)*
- *summary points (distribute before or at the end of the talk)*
- *some tips the audience can take with them*
- *etc.*

Yavapai County Cooperative Extension

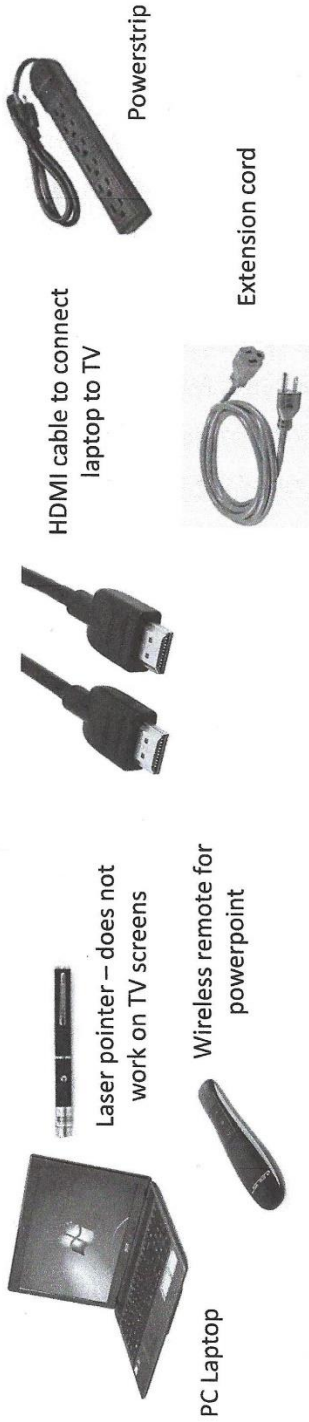
U of A and Yavapai County Publications: <https://extension.arizona.edu/yavapai-gardening>

Prescott Master Gardener Help Desk: (928) 445-6590, ext 222, e-mail: prescottmg@gmail.com
840 Rodeo Drive, #C, Prescott, AZ 86305

Camp Verde Master Gardener Help Desk: (928) 554-8992, e-mail: verdevalleymg@gmail.com
2830 N Commonwealth Drive, Ste 103, Camp Verde, AZ 86322

Available Supplies for Speakers (Most supplies are located in the Prescott office)

Note: Electronic supplies are PC, not MAC based



Powerstrip

HDMI cable to connect laptop to TV

Extension cord

Tripod easel

Laser pointer – does not work on TV screens

Wireless remote for powerpoint

PC Laptop

Projector (LCD), uses VGA cable (comes with Projector) – laptop must have VGA connection or bring your own connecting cables

Screen

Reserve supplies as early as possible.

Prescott – All supplies except laptop - [Kathy MacCauley prescottgirl@qwest.net](mailto:Kathy MacCauley_prescottgirl@qwest.net)

Prescott – Laptop – [Lydia Watts yavapaipres@cals.arizona.edu](mailto:Lydia Watts_yavapaipres@cals.arizona.edu) 28-445-6590 Ext 221

Camp Verde – [Lisa Gerber lgerber@cals.arizona.edu](mailto:Lisa Gerber_lgerber@cals.arizona.edu) 928-554-8990 (allow 1 week for supplies to be sent from Prescott)

Provide:

- ✓ Date and location of presentation
- ✓ What equipment you need (note: each item needs to be reserved separately, e.g. laptop does not come with remote)
- ✓ When you will pick it up
- ✓ When you will return it

7/1/2019



THE UNIVERSITY OF ARIZONA
Cooperative Extension
Yavapai County

840 Rodeo Drive, Building C, Prescott AZ 86305 • 928-445-6590 • Fax: 928-445-6593 • extension.arizona.edu/yavapai
2830 N. Commonwealth Dr, #103, Camp Verde AZ 86322 • 928-554-8999 • Fax: 928-554-8996 • extension.arizona.edu/yavapai

DONATION FORM

Individual Name/Organization: _____

Contact Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Total Donation Amount

\$25 \$50 \$100 \$250 \$500 Other: \$_____

Select desired county program(s) to receive donation:

- 4-H Youth Development
- Agriculture & Natural Resources
- Family, Consumer, and Health Sciences
- Master Gardener
- Use where needed in Yavapai County Extension services
- Other: _____

Credit card payment can be made by calling 928-445-6590 x221. **Please do not fax or mail credit card information.*

Make checks payable to: THE UNIVERSITY OF ARIZONA

Mail to: University of Arizona Cooperative Extension

Attn: Gifts
840 Rodeo Drive, Bldg. C
Prescott, AZ 86305

You will receive a confirmation of receipt directly from The University of Arizona.

Thank you for your contribution. We appreciate your support of Cooperative Extension programs and outreach.

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).

**YAVAPAI COUNTY COOPERATIVE EXTENSION
EVENT (Presentation) SIGN IN**

EVENT NAME: _____ **EVENT DATE:** _____

PRESENTER: _____ **EVENT LOCATION:** _____

Name	City/Town	Gender	*Ethnic I.D.

- | | |
|-------------------------------------|--|
| *1. White | 5. Not Hispanic or Latino |
| 2. Black or African American | 6. Native Hawaiian or Other Pacific Islander |
| 3. American Indian or Alaska Native | 7. Asian |
| 4. Hispanic or Latino | |

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06/25/2019



Presentation Title

Your name
Master Gardener
University of Arizona
Cooperative Extension Yavapai County



The University of Arizona
Master Gardener Association
Yavapai County Cooperative Extension



Prescott Office: 840 Rodeo Drive, Bldg C
Prescott , AZ 86305
928-445-6590 x222
prescottmg@gmail.com

Verde Valley: 2830 N Commonwealth Dr Ste 103
Camp Verde, AZ 86322
928-554-8999
verdevalleymg@gmail.com

Master Gardener web: extension.arizona.edu/yavapai
Speakers' Bureau Email: ycmgspeakersbureau@gmail.com
facebook: [yavapaicountymastergardener](https://www.facebook.com/yavapaicountymastergardener)



Note: Please email the Master Gardener email if you need these two pages in powerpoint.