

## 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*
  - *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](mailto: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**
  - Date of talk
  - Title of presentation
  - City/township
  - Group presented to
  - Number in attendance - adults or children
  - A copy of your powerpoint presentation to archive for future presentations

## Services Offered by Extension

### Days and hours of operation

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

**Soil testing** - We are not currently testing soil. Publication AZ1111 lists laboratories that conduct soil testing. Texas A&M offers a thorough test at a reasonable price. <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- don't smash and don't tape to paper. It is also helpful to bring a piece of the plant that the insect is feeding on.

### Refer client to the Extension Master Gardener Help Desk for:

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

**Extension Office Programs** - Reference: Annual Report on website -

<https://extension.arizona.edu/yavapai-county-annual-reports>

Program	Components	Contacts
<b>Food Safety / Early Childhood</b>	Family Health and Well-being, Food Manager Certification, Consumer Education, High Altitude Cooking, Nutrition Education, Child Care Center Support	Hope Wilson Marissa Enderle Aimee Novak Rebecca Serratos
<b>Agriculture Horticulture</b>	Master Gardener training and volunteer support, Plant ID, Insect and Disease management; horticulture advice and counsel	Jeff Schalaus Mary Barnes
<b>Commercial Horticulture / Small Acreage</b>	Small acreage training (Well Owner Workshops, Beginning Farmers, etc.), support needs of small-scale growers	Isaac Mpanga
<b>Positive Youth Development</b>	4-H Youth Programs, 4-H Leader training/support, and Youth Leadership; STEM	Shirley Vasovski Stacy DeVeau

Sample Handout



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**

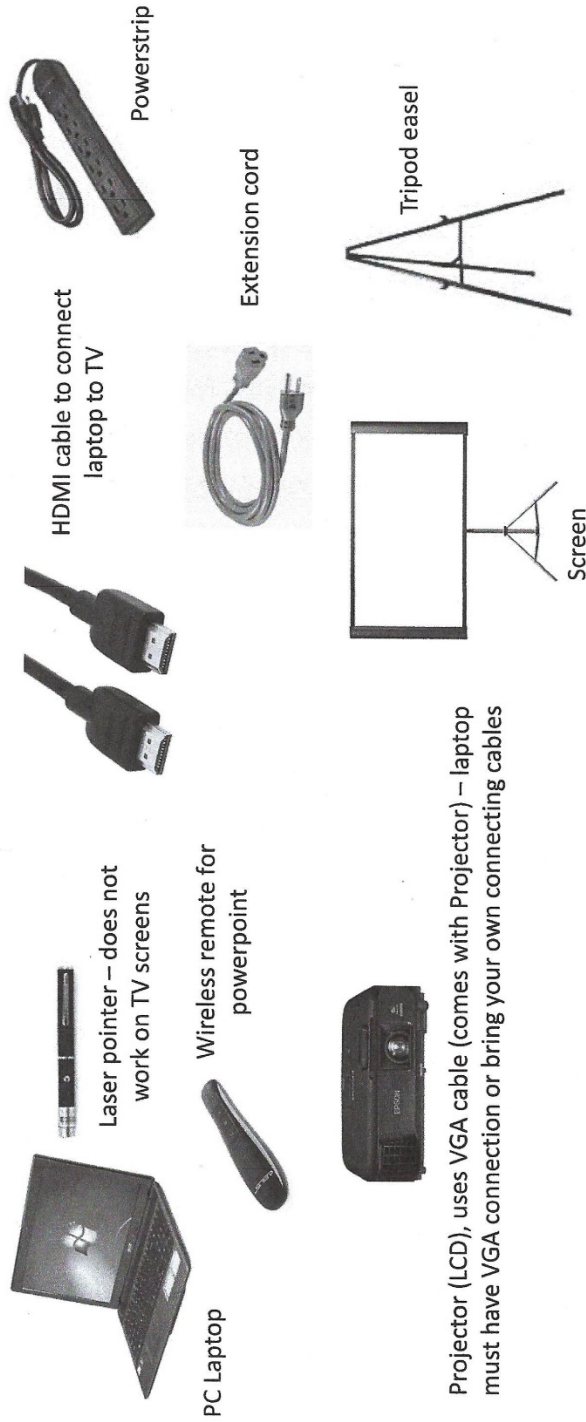
U of A and Yavapai County Publications: <https://extension.arizona.edu/yavapai-gardening>

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

**Camp Verde Master Gardener Help Desk:** (928) 554-8992, e-mail: [verdevalleymg@gmail.com](mailto: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



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

Reserve supplies as early as possible.

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

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

Camp Verde – Lisa Gerber [lgerber@calcs.arizona.edu](mailto:lgerber@calcs.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](http://extension.arizona.edu/yavapai)  
2830 N. Commonwealth Dr, #103, Camp Verde AZ 86322 • 928-554-8999 • Fax: 928-554-8996 • [extension.arizona.edu/yavapai](http://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).

Total number of participants should also be provided to the Speaker Bureau Chair.

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

**EVENT NAME:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

**PRESENTER:**\_\_\_\_\_ **EVENT LOCATION:**\_\_\_\_\_

[illegible]

Issued in furtherance of Cooperative Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Jeffrey C. Silvertooth, Associate Dean & Director, Extension & Economic Development, Division of Agriculture, Life and Veterinary Sciences, and Cooperative Extension, The University of Arizona. The University of Arizona is an equal opportunity, affirmative action institution. The University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in its programs and activities.

07/07/2021



# Presentation Title

Your name  
Master Gardener  
University of Arizona  
Cooperative Extension Yavapai County



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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](mailto:prescottmg@gmail.com)

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

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



For more information about our programs,  
visit our website at  
[extension.arizona.edu/yavapai](https://extension.arizona.edu/yavapai)

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Learn more at:  
<https://extension.arizona.edu/legal-disclaimer>



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