

Tillamook County Master Gardener's Association

Procedures

2.25

Subject: SPRING & FALL CLASSES

Purpose: To help the OSU Extension Service arrange and conduct the Spring and Fall educational classes for public participation. The classes are held each Spring and Fall and the Extension Service determines the dates

HISTORY: The Members at Large of TCMGA are responsible for coordinating the Spring and Fall classes and TCMGA has participated in the event for many years. The classes are usually held at the Extension Office and other locations near the office. The Extension Office handles publicity of the event.

Task 1 At the January and July TCMGA meetings ask if there are any ideas about topics or specific instructors for the upcoming Spring or Fall classes.

Task 2 Meet with Extension Service personnel to set up dates and discuss class ideas.

Task 3 Give monthly report to TCMGA when appropriate.

Task 4 At TCMGA meeting the month before scheduled classes, ask a volunteer to host each of the classes and two hosts for registration at each time slot. You may be a host to your favorite class offering if you choose or be a floater for the day.

Task 5 One to two weeks before the classes contact the hosts to confirm their commitment. At the TCMGA meeting, that month is a great time to make that contact.

Task 6 The day before classes, check on final numbers for each class and its assigned meeting room. Fill out a Host sheet for each class including the host name, class name, class instructor, room assignment, number registered. Write the schedule, location and instructor on the white board in the Extension Service meeting room. Ask if there is anything else you can do to prepare for tomorrow.

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Task 7 Day of Class:

Morning Session

- Arrive an hour before first class
- Registration hosts should arrive one hour before classes
- Class hosts arrive 30 minutes before class
- Hand out Host instruction sheets
- Remind class host to pick up instructor's hand-outs from table in copy room
- Collect evaluation forms

Afternoon Session

- Check on afternoon hosts
- Collect Evaluation forms
- Help with clean-up and check rooms used outside of the Extension Office for clean-up needed, i.e. windows closed, tables, chairs, trash out, kitchen clean, vacuum, etc.

Task 8 Prepare and present class report to TCMGA at the next meeting. Include financial statement, numbers attending each class and comments about each class taken from the Evaluation.