

# Coordinator Guide to Synchronous TN Extension Master Gardener Training

[Coordinator's Handbook](#)

[FAQs for Each Week](#)

[Website- tiny.utk.edu/TEMG2024](http://tiny.utk.edu/TEMG2024)

[Materials List](#)- estimated cost: \$150

[Lesson Plans/ Facilitation Guide](#)

*\*Resources listed above will be hyperlinked as they are developed.*

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☐ Secure a Meeting Location

☐ Set the Price

- Please note that the **minimum fee for the course is \$150**. The handbook and accompanying materials cost \$100 per intern. Additionally, the estimated cost for the materials needed for the hands-on activities is \$150; this does not include printing for handouts and worksheets.

☐ Promote the Program

- [Youtube Video](#)

*Feel free to use these templates! Customize them with your start date, website ([tiny url](#) is recommended), phone #, etc.*

*Note: You'll need a \*FREE\* Canva for Education account to utilize the Canva templates.*

- [TEMG Stats and Journey Postcards \(Canva\)](#)
- TEMG Journey ½ Sheet Flyer ([Canva](#)) ([Adobe](#))
- [TEMG Journey Full Sheet Flyer \(Canva\)](#)
- [TEMG Journey FB post series \(Canva\)](#)
  - (These are meant to be posted together all at once in one post.)

## ☐ Collect Applications

**\*\*The full application packet includes the cover sheet, application forms, and the schedule. You will want to make a schedule that reflects your county's plans for all training dates and times.**

- Cover Sheet Template ([Canva](#)) ([Adobe](#))

Customize with your office address, name, email, phone,& website.

- [Application Forms](#)

Download and attach to the cover sheet and schedule.

Note: This file is also a fillable form. So, you can send it to applicants, and they can fill it out on the computer.

## ☐ Complete Interviews and Notify Applicants

- [View resources for this here.](#)

## ☐ Intern Enrollment

- Register your interns in this [google sheet](#) **by Friday, January 19.**
  - This gets them on Natalie's email list but **does NOT** connect them to the database or get them in SUPER
- Register your interns in SUPER
  - **This connects their information with the database.** Use [these instructions](#) to help them create an account on the database.
  - On SUPER
    - ☐ List them as Level 1 Volunteers and upload the vol form
    - ☐ List their group enrollment as MG

## ☐ [Order Books](#) **by Friday, January 12.**

## ☐ Create a SUPER event for your local training.

- List yourself as an instructor.
- Register your interns for your event.
- Mark them all as paid and attended.
- Use the event module to count these contacts for delivery!

## Instruction/ Lesson Plans

- ☐ Plan County Introductions Day- For Synchronous this is Jan 31
  - Activity Instructions are in the Facilitator Guide linked below.
  - You should plan to have several current MG Volunteers present
- ☐ Plan and Facilitate Hands-On Learning Activities.
  - [Lesson Plans/ Facilitator Guides](#) are available for each week.
  - The resources and handouts for these activities can be found [here](#).

## Guiding Questions and Case Studies

For each week, guiding questions have been provided both for interns and coordinators. These clue interns in to the main ideas that they should be learning that week.

After the lecture and hands-on activities, interns will have the opportunity to put what they have learned to work by contemplating and answering the case studies on the website for each week. You may choose to discuss these in class.

## Frequently asked questions

[The FAQ Page](#) has been provided for you to provide support in answering the questions that are most often asked about each topic.

[This google form](#) is for question submissions, and a FAQ segment will cover the questions that are submitted. The video segment will be posted on the intern website.

## Technology Needs for Class Facilitation

- If you are presenting, serving as a panelist, or will be speaking on the zoom, Use 2 different devices (laptops, tablets, phones, etc.) for the class.
  - 1 is used to project the lecture to the front of the room. Make sure this one is not logged into a zoom account that will be listed as a panelist.
  - 1 is used to participate as a panelist, submit questions from the group, etc. This one will use your Zoom account.