



AMGA SPEAKERS' BUREAU

Guidelines for AMGA Speakers

Master Gardeners must be active Certified Master Gardeners to be included in the AMGA Speakers Bureau listing. In accordance with AMGA Bylaws (<https://alabamamga.org/amga-by-laws/>) "ARTICLE XII MISCELLANEOUS Section 1. All service shall be voluntary with no remuneration except for out-of-pocket expenses if funds are available and approved by the Board of Directors." However, civic groups or local Master Gardener Associations hosting a MG speaker may make a donation to the speaker's local MGA or to a related botanical, horticultural, or environmental organization in the speaker's name and compensate out-of-pocket expenses in accordance with local bylaws. The "Master Gardener Memo of Agreement" specifies that Master Gardener volunteers cover their own out-of-pocket expenses unless they are presenting at the request of, or as a guest of, the AMGA or a local MGA. Alternatively, Master Gardeners may claim out-of-pocket expenses as tax deductions with proper documentation.

Speakers should record presentation, preparation, and drive-time hours in the Master Gardener Service Report (<https://www.acesagmg.site/login.php>).

For creating presentations and publicity, see the guidelines for use of the Master Gardeners logo <https://www.aces.edu/blog/topics/lawn-garden/alabama-master-gardeners-brand-logo-guidelines/>.

A PowerPoint template for MG presentations can be found at https://www.acesagmg.site/document_library.php.

Data gathered below is for informational purposes only, not for vetting speakers. Only topics, names, LMGA affiliation, and preferred contact method(s) will be posted publicly. **Master Gardeners wishing to be included in the Bureau should fill out the following form and email it to amgaspeakers@gmail.com.**

Speaker's name Address Email Phone number Only preferred contact method(s) will be made public	
Local MGA	
Year Certified	
Advanced MG Certification area(s) of expertise if any	
Can travel	1 hour 2 hours negotiable
Can speak on Zoom	Yes
Can speak at Lunch & Learn	Yes
Preferred contact method(s)	email phone text
Topic(s) for presentation	