

OUTREACH ACTIVITY

Community Engagement Module

UNIVERSITY OF MINNESOTA
EXTENSION

MASTER GARDENER VOLUNTEER PROGRAM

Volunteer Activity - Create and Distribute an Educational Handout

You can educate the public by putting together and distributing an educational handout. Your handout could be used to enhance the learning experience of people attending a class that you are teaching, or you could use it as a stand-alone educational piece.

One advantage of a handout is that you don't have to be present for the learning experience to take place...just place a stack of your educational handout at key locations in your community such as the counter at the public library, at the front desk at your County Extension office, or anywhere the public will be most inclined to pick up a copy.

The main goal of this volunteer activity is to create awareness about one or more horticulture-related topics. At the same time you can also create awareness about the Master Gardener Volunteer program, and possibly recruit new program members! Make sure to include the contact information for either your County Extension Office or for the local Master Gardener program.

Here are suggestions for creating an educational handout:

- Use Extension's template or add Extension's wordmark
- Include your name and credentials (Example: U of M Extension Master Gardener - Anoka County).
- Include your contact information or the contact information of the Master Gardener Program in your county.
- Include the year (this will date the material).
- Your handout should always be able to work as a stand-alone educational material so never have fill-in-the-blanks in your handout, unless you are providing the answers at the bottom of the handout.
- After the draft of your handout is ready, ask fellow Master Gardeners, your coordinator, or the State Leadership Team to review your handout. This is always a very good practice!

- When putting together a handout for a class that you are teaching:
 - Make sure to use the same title that you used for your PowerPoint
 - Follow the same outline as the PowerPoint slides
 - Include the same list of resources (online and published) that you included in the PowerPoint slides
 - Have plenty of copies available so every class participant gets a copy.