

Monarchs Across Georgia Facilitator Mentor Program Guidelines and Forms

(Updated - January, 2010)

About the Program - The Monarchs Across Georgia (MAG) Facilitator Mentor Program provides the opportunity for trained MAG educators to gain the skills and knowledge needed to become an effective **MAG facilitator**. Under the guidance of a competent MAG Facilitator (*Mentor*), a MAG Educator (*Candidate*) learns by direct experience what is required to organize and deliver a MAG Educator Workshop and be recognized as a MAG Facilitator.

What is required:

Step One - To qualify for the mentor program the *Candidate* must be a current member of EEA, have completed the training for and be an experienced facilitator in at least one of the EE Curriculum Projects (ex. WET, Wild, Learning Tree, Native Seasons, Our Shared Forest, etc.), AND have completed either the 5- or 10- hour MAG Educator workshop.

Step Two - The *Candidate* must complete the **Candidate Application Form** providing a copy of their Facilitator certification AND their MAG Educator Training Certificate (or the date, location, and name of their Educator Workshop Facilitator). These documents are to be mailed along with a check made out to "Environmental Education Alliance" for \$10.00 to the MAG Steering Committee Chair (SCC).

Step Three - Upon receipt of the documentation and check, the MAG SCC will enter the *Candidate* into the Mentor Program. If the *Candidate* has not selected a *Mentor*, the MAG SCC will assist the *Candidate* in finding a *Mentor*. The *Mentor* will provide the *Candidate* with a MAG Facilitator Handbook on CD, and assistance in locating the reference materials.

Step Four – Before conducting a workshop, the *Candidate* is required to:

- Review the Facilitator handbook
- Complete the reading list
- Familiarize themselves with the information and activities found in reference books and on the reference websites
- Work with a *Mentor* to understand the aspects of designing, organizing, and conducting a MAG Educator Workshop

Step Five - The *Candidate* and *Mentor* must set a schedule to successfully conduct either one 10-hour workshop or one 5-hour workshop plus a curriculum demonstration utilizing a minimum of four instructional agenda items. Set a realistic time frame to complete the requirement within one year. The *Candidate* observes this Educator Workshop and assists as requested by the *Mentor*. The *Candidate* then completes **Candidate Reflection and Self Assessment** and reviews it with the *Mentor*.

Step Six - The *Candidate* prepares the agenda, submits **Workshop Proposal** to mentor (who sends it to the SCC), is responsible for making sure all materials are gathered to conduct the workshop, and is responsible for leading all the activities selected for the workshop (under supervision of the *Mentor* and with the *Mentor* observing).

Step Seven – The *Candidate* must complete **Candidate Final Report** and submit it to the *Mentor*.

Mentor Responsibilities: The *Mentor* must provide the *Candidate* with a CD of the Facilitator manual and access to all reference and reading materials. The *Mentor* should ensure that the *Candidate* understands all aspects of organizing and conducting a MAG Educator Workshop; review the Facilitator Handbook with the *Candidate*; review and discuss Candidate Reflection and Self Assessment; review and advise on Workshop Proposal; receive and review Candidate Final Report; and complete the **Mentor Recommendations**. The *Mentor* submits the Candidate Final Report and Mentor Recommendations to the MAG SCC.

Final Step - Once all *Candidate* and *Mentor* requirements are satisfied, the MAG SCC will issue the Certificate of Completion.

MAG Facilitator Required Reading List **(Check as completed)**

- Four Wings and A Prayer by Sue Halpern
- The Family Butterfly Book by Rick Mikula
- The World of the Monarch Butterfly by Eric Grace

MAG Facilitator Reference Book List

- Peterson First Guides to Caterpillars of North America by Amy Bartlett Wright and Roger Tory Peterson
- Peterson First Guides to Butterflies and Moths by Paul A. Opler, Amy Bartlett Wright, and Roger Tory Peterson
- Caterpillars of Eastern North America: A Guide to Identification and Natural History by David L. Wagner
- Butterflies of Georgia Field Guide by Jaret C. Daniels
- Milkweed, Monarchs and More: A Field Guide to the Invertebrate Community in the Milkweed Patch by Ba Rae, Karen Oberhauser and Michael Quinn
- Monarchs and More: An Inquiry and Arthropod Based Curriculum by Monarchs in the Classroom

MAG Facilitator Website List

- Monarchs Across Georgia: www.monarchsacrossga.org
- Environmental Education Alliance of Georgia: www.eealliance.org
- Monarch Watch: www.monarchwatch.org
- Monarch Lab: www.monarchlab.org
- The Monarch Butterfly Parasites Webpage: www.monarchparasites.org
- Journey North: www.learner.org/jnorth

Monarchs Across Georgia Facilitator Mentor Program
Candidate Application Form

Candidate Information (Type or print clearly)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Work: _____ Home: _____

FAX: _____ Email: _____

Mentor Information (Type or print clearly)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Work: _____ Home: _____

FAX: _____ Email: _____

Candidate Narrative: Explain why you want to become a MAG Facilitator. Does your employer support you in this process?

Other REQUIRED Items

Validation: Provide a copy of your MAG Educator Certification **and** your Facilitator Certification in one of the EE Projects (WET, Wild, PLT, Native Seasons, Our Shared Forest, etc.).

Enclose a check made out to the “Environmental Education Alliance” for \$10.00.

Send to: MAG Steering Committee Chair, mailing address can be found at www.monarchsacrossga.org

Candidate Reflection and Self Assessment
Complete and submit to your Mentor after 1st workshop

What four instructional agenda items did you conduct during this workshop?

Rate yourself on a scale of 1-5 (low to high) on the following criteria:

1. Punctuality (program prepared and setup before participant arrival, activities completed within the time frame of the schedule)

1 2 3 4 5

Comments:

2. Decorum (appropriate attire and language)

1 2 3 4 5

Comments:

3. Instruction (effective delivery of material, engaged audience, use of appropriate vocabulary)

1 2 3 4 5

Comments:

4. Overall performance

1 2 3 4 5

Comments:

Considerations For Your Independent Workshop

What audience will you target for your workshop and how you will advertise it?

List 5 activities from the curriculum that you will use in an educator workshop and explain why you chose them.

Candidate Workshop Proposal

Complete and submit with draft agenda to your Mentor

Due 4 weeks before your registration deadline. Mentor will approve and submit to SCC.

Facilitator's Name: _____

Mailing Address: _____

Phone Number: _____ FAX: _____

Email: _____

Proposed Workshop Date(s): _____

Workshop Participant Fee: _____

Registration Deadline: _____

Primary Audience: _____

Grade Range: _____ Expected Number of Participants: _____

Workshop Location: _____

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- Sponsors identified (please provide contact information on the back of the form)
 - Co-facilitators/guests invited (please provide contact information on the back of the form)
 - Description of additional fees (please provide the information on the back of the form)

Attach a copy of your draft agenda and the advertising materials you have created.

Mentor Signature: _____ Date: _____

Mentor Recommendations

Complete and submit with Candidate Final Report
to SCC within two weeks of program completion

Do you recommend your *Candidate* receive MAG Facilitator status? Yes _____ No _____

If not, please explain why you do not recommend your *Candidate*, and describe what needs to be done to assist your *Candidate* to complete the objectives of the MAG Mentor Program.

Describe the strengths of your *Candidate* (in regard to MAG facilitator status).

Describe the weaknesses of your *Candidate* (in regard to MAG facilitator status).