

## Monarchs Across Georgia Facilitator Mentor Program Guidelines and Forms

(Updated – January 2014)

**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 veteran 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. Cost: \$10.00

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 national EE Curriculum Projects (WET, Wild, Learning Tree) AND have completed either the 5- or 10- hour MAG Educator workshop.

**Step Two** - The *Candidate* must complete the **Candidate Application Form** and provide 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 submitted online with payment of \$10.00.

**Step Three** - Upon review of the documentation and payment, the MAG Facilitator Coordinator will enter the *Candidate* into the Mentor Program. If the *Candidate* has not selected a *Mentor*, the MAG Facilitator Coordinator 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 reading and 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 hands-on activities. Set a realistic time frame to complete the requirements 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 and **Candidate Workshop Proposal**, submits these to the *Mentor* for feedback, completes the online **Workshop Proposal** form, 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 Facilitator Coordinator.

**Final Step** - Once all *Candidate* and *Mentor* requirements are satisfied, the MAG Facilitator Coordinator 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](http://www.monarchsacrossga.org)
- Environmental Education Alliance of Georgia: [www.eealliance.org](http://www.eealliance.org)
- Monarch Watch: [www.monarchwatch.org](http://www.monarchwatch.org)
- Monarch Lab: [www.monarchlab.org](http://www.monarchlab.org)
- The Monarch Butterfly Parasites Webpage: [www.monarchparasites.org](http://www.monarchparasites.org)
- Journey North: [www.learner.org/jnorth](http://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 national EE Projects (WET, Wild or PLT).

Verify membership is current for the Environmental Education Alliance of Georgia.

Submit payment of \$10.00 to the Environmental Education Alliance of Georgia.

## Candidate Reflection and Self Assessment

Complete and submit to your Mentor directly after 1<sup>st</sup> workshop

What activities 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:

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 four weeks before your registration deadline. Mentor will review. When approved, submit online Workshop Proposal.*

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: \_\_\_\_\_

- 
- 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: \_\_\_\_\_

## Candidate Final Report

Complete and submit to your Mentor

*Due within two weeks of workshop completion.*

Candidate Name: \_\_\_\_\_ Mentor Name: \_\_\_\_\_

1. List your involvement in organizing and conducting the 1<sup>st</sup> workshop:
  
  
  
  
  
  
  
  
  
  
2. Describe what you learned about being a MAG Facilitator during the 2<sup>nd</sup> workshop:
  
  
  
  
  
  
  
  
  
  
3. Describe how you will help teachers incorporate MAG activities into their curriculum using the Georgia Performance Standards (GPS).
  
  
  
  
  
  
  
  
  
  
4. List your skills and experiences and describe how they will serve you as a MAG Facilitator.
  
  
  
  
  
  
  
  
  
  
5. Have you completed the required reading? Yes\_\_\_\_\_ No\_\_\_\_\_
  
  
  
  
  
  
  
  
  
  
6. Do you feel you are prepared to independently facilitate an Educator Workshop?  
Yes\_\_\_\_\_ No\_\_\_\_\_ If not, explain what needs to be done to assist you?

*I agree to facilitate one workshop every two years and meet the other requirement in the MAG Facilitator Job Description.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Mentor Recommendations

### Complete and submit with Candidate Final Report

*Due to MAG Facilitator Coordinator 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).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_