

MEMORANDUM

Date:

To: Principal's First Name Last Name
Principal / Coordinator
School Name
School Address

From: Marianne C. Ophardt
Area Extension Agent



Re: Plants Grow Children Program Sign-Up

The time for **Plants Grow Children** is here! This will be our 19th year of offering this great program to elementary schools throughout Benton and Franklin counties. Schools which desire to participate will be billed \$.25 for each child receiving the program. This fee is used to help cover the cost of the hands-on activities in the classes. There is absolutely no charge for the time and talents of the Master Gardener volunteers who bring this program into your classrooms.

Enclosed is a **Payment Agreement Form**. In order for your school to receive the classes, this form must accompany your **Scheduling Form**. Billing will be completed and sent to you by early June.

The **absolute deadline for returning the Scheduling Forms is Friday, March 17th**. A Master Gardener volunteer will start calling schools to schedule classes after March 17th for presentations from April 10th to May 12th. Please keep in mind that Master Gardeners are volunteers. Scheduling depends on your class schedules along with the availability and schedules of our volunteers. Before scheduling the classes, please check your dates for WASL testing, other scheduled testing, or field trips to avoid conflicts.

Every effort will be made to meet all requests received by the deadline. The earlier we receive your scheduling form, the more likely we'll be able to accommodate your specific scheduling needs. Last year we reached just over 11,000 children in Benton and Franklin Counties.

If you have any questions about the program, please call me at 735-3551. In case you are not familiar with the program, we have a report about last year's Plant Grow Children Program available that we will gladly send to you. It is a successful program that has received regional and national awards for excellence. The program is so successful thanks to the many Master Gardener volunteers along with the elementary school staff and faculty in Benton and Franklin counties. Thank you for your part in making the program a success!