

TCMGA/TRWD Process

Steps to Use for presentations/workshops/events to be considered for the TRWD monthly invoice.

...**Pre-Approval form**

Complete pre-approval form two weeks prior to the scheduled presentation or workshop date. Send digital copy to Nancy Curl

...**Sign in sheet** AgriLife Sign in sheet should be used whenever possible.

At presentation ask all attendees to sign in or initial next to their name if pre-filled. Send digital copy to Nancy Curl and Sheryl Whited.

...**Post Activity Form**

After presentation complete a Post Activity form. Send a digital copy to Nancy Curl.

...**Presentation Evaluation**

At the end of the presentation ask all attendees to complete an evaluation. Digital copies will go directly to Brittney, hard copies can be given to Nancy Curl or Brittney.

...**After the presentation** or workshop turn in sign in sheet, post activity form and evaluations.

Digital copies are preferred, but hard copies may be turned in at the monthly meeting or left in the office at 1801.

Data you turn in will be transferred to the monthly TCMGA Invoice sent to TRWD for payment to TCMGA. This data is also given to Brittney for AgriLife monthly reports.