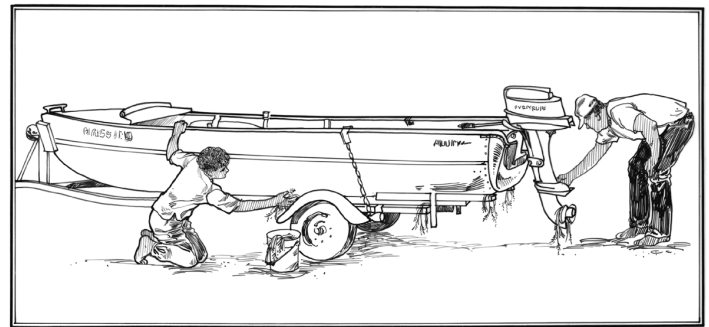


# Host Guidelines

## for Clean Boats, Clean Waters Workshops



- You will serve as the primary contact for participant registrations by phone and e-mail. If more people register than you feel you can effectively interact with, you may decide to limit the number of participants to 25. If there are a lot more people interested than 25, you may create a waiting list.
- Please ask the participants to fill out the workshop registration form. All registration information should be sent to the AIS Volunteer Coordinator at:  
AIS Volunteer Coordinator  
UW-Extension Lakes  
College of Natural Resources  
University of Wisconsin – Stevens Point  
Stevens Point, WI 54481
- It's a good idea to send a confirmation letter to registrants approximately two weeks before the training date. You may want to provide additional information such as a map or directions to the facility.
- Workshop times are generally from 9:00 am to 12:00 pm; registration begins at 8:30 am. Some people prefer to schedule workshops from 1:00 to 4:00 pm, with registration beginning at 12:30 pm. A three-hour block of time is necessary to conduct the complete training. You should arrange for the site to be open early to allow for presentation set up.
- Refreshments, such as coffee, juice, snacks, etc, are always appreciated by participants, if you're able to provide them.
- CBCW workshops are free to anyone who is interested in attending. Participants do not need to bring any materials with them to the workshop because the CBCW program will provide a handbook and a resource kit to participants for a fee of \$25.00.
- Consider sending a press release to surrounding counties to publicize the training. You may want to advertise in local lake group newsletters or through flyers, displays, and local newspaper and radio announcements.
- You may wish to consider collaborating with other local organizations, such as the county Land and Water Conservation Department, the county UW-Extension Community Natural Resources and Economic Development agent., or regional Department of Natural Resources staff.



Have any questions? Contact Erin Henegar at UW-Extension Lakes: [erin.henegar@uwsp.edu](mailto:erin.henegar@uwsp.edu) or 715-346-4978.



*Wisconsin Lakes Partnership*



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