

# INSTRUCTIONS

## VOLUNTEER SERVICE GARDENING PROJECT REQUEST FORM

Jefferson County Master Gardener Volunteer Association

**Master Gardener Mission Statement: To provide research-based information on a wide variety of horticultural and environmental topics to the general public in our communities.**

The primary purpose of Master Gardener Volunteer projects is to provide an educational service to the public. In Wisconsin, Master Gardener programs are sponsored by the University of Wisconsin-Extension; therefore, all volunteer projects should be UW-Extension sponsored programs or projects, or community or civic group projects. Activities should benefit the community and not just an individual or business.

To propose a new project, complete the JCMGVA Service Gardening Project form and present the proposal to the Project Committee for approval. Once approved, present to board members for volunteers, and then volunteer hours can be logged. Approved JCMGVA projects and programs are on file in the UW-Extension Jefferson office.

**CRITERIA for submitting a Master Gardener Project:**

- Projects and programs need to serve the public, AND be open and available to the public.
- Projects can be dedicated to:
  - \*Adult/community education- projects which teach somebody something
  - \*Youth education- projects which educate youth
  - \*Support services- projects which support the UW-Extension, JCMGVA, or community groups.
- Master Gardeners provide leadership in new and ongoing projects and programs.
- They will advise, design, and work with an organization to develop a project.
- The role of the Master Gardeners in the project should be clearly identified in ONE or more of the following ways:
  1. The sponsoring organization acknowledges JCMGVA in their literature, signage, publicity, OR other public acknowledgement (newspaper articles, introductions of programs, newsletters, etc.).
  2. Educational literature is provided to participants (brochures, fact sheets).
  3. JCMGVA signage is present.
  4. Temporary “Master Gardeners at Work” signs are placed during a MG activity.
  5. MGs wear their MG nametag or labeled clothing while working on an activity.
- All projects should have an educational component. For example, most plants are labeled in the garden project or are identified in a pamphlet with a map of plant names.
- Gardening projects must submit this Project Request Form to become an approved gardening project.
- Please submit this report in MS Word document format or PDF form.
- Approved Projects will be kept on file in the UW-Extension office in Jefferson and will be listed on the JCMGVA website.
- An Annual Project Review will be written by October 1 by the MG heading each project, and submitted to both JCMGVA and to the sponsoring organization.

**VOLUNTEER SERVICE GARDENING PROJECT REQUEST FORM**  
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**Project/Program:**

**Sponsoring organization** requesting JCMGVA services:

**Contact person:** email and phone number:

**Location:** Include how the location is accessible to the public.

Provide a **brief description** of the project.

Check **type of project:**

Youth education (projects which educate youth)

Adult/Community education (projects which teach somebody something)

Is this project:  One-time development project

OR  On-going project

Check how **the role of Jefferson County Master Gardeners** in the project will be identified (only ONE is required):

1. \_\_\_\_\_ The sponsoring organization acknowledges JCMGVA in their literature, signage, publicity, OR other public acknowledgement (newspaper articles, introductions of programs, newsletters, etc.).
2. \_\_\_\_\_ Educational literature is provided to participants (brochures, fact sheets).
3. \_\_\_\_\_ JCMGVA signage is present.
4. \_\_\_\_\_ Temporary "Master Gardeners at Work" signs are placed during a MG activity.
5. \_\_\_\_\_ MGs wear their MG nametag or labeled clothing while working on an activity.

What role will the **Master Gardeners** take in this project?

Will **your group** provide any assistance, such as labor?

What **necessary supplies and funds** will your group provide?

Do you have a budget for the plants?

Do you want MGs to be involved in the choosing and/or shopping of the plants?

Sponsoring Organization Contact Person \_\_\_\_\_ Date \_\_\_\_\_

JCMGVA Volunteer (optional) \_\_\_\_\_ Date \_\_\_\_\_

Approved by JCMGVA Projects Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

Project Leader \_\_\_\_\_

Adopted January 2013