

Gardening Project Profile

Volunteer Service Gardening Projects

(Blank forms are available on the JCMGVA website or from the UW-EX office.)

- Projects must meet criteria outlined in the **JCMGVA Volunteer / Continuing Education Hours and Reporting Guidelines**
- All gardening projects must submit this **Gardening Project Profile** (GPP) to become an approved gardening project.
- Approved Projects will be kept on file in the UWEX office and listed on the JCMGVA website
- Each year by October 15, all approved gardening projects should complete the **Annual Report** portion of this form by completing the gray shaded areas and submitting the report to the Extension office. You are encouraged to provide any other information you wish such as garden plans, brochures, photos, program announcements, etc.
- ***If you have any questions or need assistance in completing this form, please feel free to contact any JCMGVA officer.***

Gardening Project Name: _____

Location/ Address: _____

City _____ **County** _____

Submitted by JCMGV lead: _____ **Date Submitted:** _____ **Date Approved:** _____

Garden Project Partner or Org.: _____

Sponsor's Contact Person & Info: _____

Gardening Project Profile:

Please describe how this gardening project meets all three of the basic criteria for volunteer's service listed below:

1) The activity has a strong, educational focus related to plants and/or the environment. What is the educational focus?

2) UW-Extension and/or its role is plainly identified in one or more of the following ways:

- **signage** with the UW-Extension and/or JCMGVA logo
- **educational literature** provided to participants of the activity (the *MGV Program brochure*, gardening fact sheets, publications or hand-outs, etc).
- **the sponsoring organization acknowledges** UWEX and/or the JCMGVAs in their literature and/or signage

3) You represent yourself as a UWEX MGV while performing the activity by wearing your nametag or labeled clothing (and introducing yourself and the UWEX/MGV program, if possible)

(Continued on next page)

UW-Extension / Jefferson County MGVA Program

In addition to the 3 basic criteria for all volunteer service, gardening projects must also meet BOTH of the following criteria. Please describe how this gardening project meets these:

- The garden is open and accessible to the general public (describe—discuss limitations, too.)
- Many of the plants are labeled **OR** there is educational signage on gardening principles or techniques **OR** public educational programs are conducted by UWEX/MGV (please describe these.)

Describe the gardening project (the site, size, structures, focus, main features, types of plants, special interest plants, etc. Attach the garden plan and or plant list on a separate sheet if available.)

Annual Report (due by October 15th each year for all approved garden projects. Use additional pages if necessary.)

Attach any other info you wish, such as garden plans, brochures, photos, program announcements, etc.

Submitted by MGVA: _____ **Date Submitted:** _____

Describe changes, projects, educational programs conducted during this year.

If vegetables are produced, harvested & donated: How much? _____

Donated to: _____

Funding Sources, Amounts, Expenditures, etc.: From JCMGVA: _____

From the sponsoring org.: _____

Donations: _____

Grants: _____

In-Kind Contributions (non-monetary contributions other than volunteer service): _____

Volunteer Service: Number of MGVs: _____ Non-MGV Vol.: _____ Staff _____

List MGVs (attach separate sheet if needed) _____

Total MGVA hours this year (including leader(s) hours): _____ Leader(s) Hours this year: _____

Anything else you want us to know about - problems, successes?

What plans do you have for changes/ improvements for next year?