

SOUTHEAST WISCONSIN MASTER GARDENERS

Approved Garden Project Co-Chairs Handbook



UW-EXTENSION MISSION STATEMENT

Through the University of Wisconsin-Extension, people of Wisconsin and beyond can access university resources and engage in learning, wherever they live and work.

SEWMG MISSION STATEMENT

To support and assist UW-Extension in community horticulture programs through volunteerism, education and environmental stewardship.

GARDEN SUPPORT COMMITTEE MISSION STATEMENT

To provide support and guidance to all Approved Garden Projects to ensure the Approved Garden Project co-chairs implement the expectations of the UW-Extension Master Gardener Program.

*Prepared by members of the Garden Support Committee and
UWEX MGV Program of Milwaukee and Waukesha Counties*

March 2017

SOUTHEAST WISCONSIN MASTER GARDENERS
Approved Garden Project Co-Chairs Handbook

TABLE OF CONTENTS

| | <u>Page</u> |
|--|-------------|
| Section 1: Overview | 1 |
| Section 2: Responsibilities of Approved Garden Project Co-Chairs | 3 |
| Section 3: Approved Garden Project Requirements | 5 |
| Section 4: Garden Project Annual Report | 8 |
| Section 5: Budget Request | 9 |
| Section 6: Expenditure of Budgeted Funds | 10 |
| Section 7: The Garden Support Committee | 12 |
| Appendices: Calendar of Events | 13 |
| Document / Information Website Link | 14 |
| Documents: Volunteer Service Policy | 15 |
| Garden Project Profile | 16 |
| Garden Partner MOU | 18 |
| Garden Project Annual Report | 20 |
| Budget Request | 22 |
| Funds Request | 23 |
| Inventory Update Request | 24 |
| GSC Garden Project Review | 25 |

SECTION 1: OVERVIEW

As Master Gardener Volunteers (MGVs) of the SouthEast Wisconsin Master Gardeners' organization (SEWMG), we help extend the reach of the UW-Extension (UWEX) into our communities. We bring University of Wisconsin research and education to others, engaging with them in transforming lives and communities. Approved Garden Projects further connect UWEX and SEWMG to our communities. The work at these Approved Garden Projects may demonstrate garden techniques, provide food for people in need, illustrate the importance of pollinators, teach how to work with our natural resources, identify and help remove invasive species, and promote lifelong gardening. The Approved Garden Projects also provide an opportunity to demonstrate to others the roles of the MGVs and reach a broad audience of potential MGVs.

Garden is a Partnership

Approved Garden Projects are partnerships with the Approved Garden Project's Partner Organization in which MGVs take some, or all, of the responsibility for the design, planning, planting, maintenance, and harvest of the garden. The Partner Organization is expected to provide at least 50% of the funds for the Approved Garden Project. Permanent additions to the Approved Garden Project, including woody plants, hard surfacing, structures, stone walls, etc., are to be paid for by the Partner Organization and are considered to be its property.

These Approved Garden Projects must meet basic criteria to qualify for approval, including having a strong educational focus; being accessible to the public (not necessarily ADA compliant but open); having plant labels/stakes and other interpretive signage; exhibiting acknowledgement of SEWMGs and UWEX; and providing literature from UWEX. At these Approved Garden Projects, MGVs will represent themselves as SEWMG volunteers while in the garden by wearing their MGV nametags and/or logowear.

Becoming an Approved Garden Project

Approved Garden Projects are added either by MGV request, with submission of the required paperwork and demonstration of how the work undertaken aligns with the goals of the UWEX horticulture program; or by one of the UWEX Horticulture Educators who direct the local MGV program (currently Ann Wied in Waukesha County and Sharon Morrissey in Milwaukee County). The required paperwork currently includes a Garden Project Profile, a signed Garden Partner Memorandum of Understanding (MOU) with the Partner Organization (where the garden is located), and any supporting documentation the garden co-chairs wish to provide. All Approved Garden Projects should have three co-chairs. Co-chairs either share all responsibilities or work together to assign different responsibilities to a specific co-chair or Approved Garden Project MGVs.

NOTE: Until further notice, there is a moratorium on new Approved Garden Projects. No new Approved Garden Projects, other than youth gardens, are being considered for approval unless they are projects of the local UWEX Horticulture Educators.

Garden Project Annual Report

A **Garden Project Annual Report** is required to be prepared and filed by Approved Garden Project co-chairs to maintain their “Approved” status and to be eligible for funds from SEWMG. (See Section 7 for further information.)

Funding and Budget for Approved Garden Projects

The co-chairs must be aware of the formal SEWMG *budget process*, including the deadline, to request funds for the Approved Garden Project. After first discussing the dollar amount needed with the Partner Organization, any additional funds needed may be requested from the SEWMG by the Approved Garden Project co-chairs. Both the **Garden Project Annual Report** and **Budget Request** documents are due by September 15 each year to request funds for the coming year.

NOTE: The budget dollars approved do not carry over from year to year.

Co-chairs are responsible for tracking and adhering to the annual budget allocated for the Approved Garden Project by SEWMG. To do this, Approved Garden Project expenditures need to be pre-approved by a co-chair. Additionally, the **Funds Request** document for reimbursement or payment of a vendor needs to be signed by a co-chair before being submitted to the treasurer within a reasonable period of time after the purchase. It is the responsibility of the co-chairs to inform the MGVs who work on the Approved Garden Project of these procedures. (See Sections 5 and 6 for further information.)

SECTION 2: RESPONSIBILITIES OF APPROVED GARDEN PROJECT CO-CHAIRS

The Approved Garden Project co-chairs can, and should, share responsibilities and delegate tasks to the Approved Garden Project MGVs. The following is a list of the Approved Garden Project co-chairs responsibilities:

- A. An updated copy of the **Garden Project Profile** document needs to be on file at the UWEX office in Milwaukee County. Therefore, review and revise the Garden Project Profile annually and submit to the Garden Support Committee if changes were made to the document.
- B. Confirm a signed **Garden Partner Memorandum of Understanding (MOU)** is on file and review periodically with the Partner Organization. If the terms in the MOU are not met, discuss with the Partner Organization and make any needed changes. Feel free to ask UWEX horticulture educators to be involved in discussions if necessary.
- C. Schedule weekly workdays, agreed upon by the participating MGVs, and submit the schedule to the SEWMG volunteer who publishes weekly the Work Schedule for Garden Projects. The deadline for schedule submission will be announced in an email. This procedure is used to reduce the volume of Listserv messages SEWMG members receive.

Regularly scheduled workdays should be announced only on the Work Schedule for Garden Projects. If special circumstances arise, a co-chair may send a notice via the Listserv about changes to or cancellation of workdays. The schedule is sent to the Listserv and is posted on the “Approved Garden Projects” page of the SEWMG website.

- D. Inform Approved Garden Project MGVs of the co-chairs preferred methods for documenting volunteer hours. This data is needed by the co-chairs for completion of the **Garden Project Annual Report**. The co-chairs can also assist MGVs, as needed, in documenting hours for the Approved Garden Project on their individual **SEWMG Time Sheet and Worksheet**. The documents are available at <http://fyi.UWEX.edu/sewmg/files/2011/01/Time-Sheets-and-Hours-Worksheet.xlsx>
- E. Keep a record of the work and educational activities completed by MGVs at the Approved Garden Project. Again, this data is needed by the co-chairs to complete the **Garden Project Annual Report**.
- F. Remind MGVs to wear their SEWMG nametag and/or logowear for easy identification. MGVs are not required to purchase SEWMG logowear. If they wish to do so, information regarding Master Gardener Volunteer Logowear Clothing is available at: <http://fyi.UWEX.edu/sewmg/events/>
- G. Photograph or delegate MGVs to photograph the garden throughout the season/year. Photographs may be used for SEWMG promotional purposes, display at the Volunteer Opportunity Fair, and/or to include with the **Garden Project Annual Report**.

- H. Submit timely **Funds Request** to the SEWMG treasurer for reimbursement of purchases or for payment of vendors.
- I. Submit a **Garden Project Annual Report** to the SEWMG Finance Committee by September 15. This document is required to be completed *if funds are, or are not, requested*.
- J. Prepare and submit an annual **Budget Request** to the SEWMG Finance Committee by September 15, if requesting funds from SEWMG. Garden co-chairs should develop the budget with input from the MGVs working at the Approved Garden Project.
- K. Participate in, or delegate an Approved Garden Project representative to attend, the *mandatory* Volunteer Opportunity Fair in January and the *mandatory* Garden Chair Forum in March.
- L. Maintain and update the Approved Garden Project inventory of items purchased with SEWMG funds via the **Inventory Update Request**.
- M. Be prepared for a Garden Support Committee visit every three years. The intent of the visit is to share recommendations with the co-chairs and MGVs that will benefit the Approved Garden Project. (See Section 7 for more information.)
- N. Coach and inspire the Approved Garden Project MGVs. Examples of doing so include but are not limited to the following:
- Promote the mission of SouthEast Wisconsin Master Gardeners' program. Refer to <http://fyi.UWEX.edu/sewmg/who-we-are/>
 - Share the history and educational focus of the Approved Garden Project.
 - Clarify role expectations for, and include in decision-making, the MGVs working in the Approved Garden Project.
 - Share knowledge of university research-based gardening practices. The primary resources are the Wisconsin Horticultural website at <http://hort.UWEX.edu> and SEWMG website at <http://fyi.UWEX.edu/sewmg/links/>
 - Recognize completion of delegated tasks.
 - Nurture relationships with MGVs.
 - Foster the leadership skills of potential future co-chairs.

***All documents associated with Approved Garden Projects
can be found at <http://fyi.UWEX.edu/sewmg/approved-garden-projects/>***

SECTION 3: APPROVED GARDEN PROJECT REQUIREMENTS

In order for the Approved Garden Project to be approved, three criteria established by UWEX need to be met. These criteria are listed in the **Volunteer Service Policy** available at:

<http://fyi.UWEX.edu/sewmg/approved-garden-projects/>

A. THE THREE BASIC CRITERIA ARE:

1. The Approved Garden Project has an educational focus.
 - a. Educational literature and written UWEX garden resources for the public needs to be made available at the Approved Garden Project or the Partner Organization facility. Some examples of displaying the educational and informational items used in the Approved Garden Projects include: providing waterproof literature boxes or mailboxes installed directly in the garden; providing the Partner Organization with a tabletop brochure holder; and asking the Partner Organization to place literature in existing literature racks. The cost of the items for displaying literature can be included in the Approved Garden Project budget, if needed.

To obtain UWEX literature from the Milwaukee County UWEX office, request it in advance from MGV Volunteer Coordinator Nancy Lehrer at nancy.lehrer@ces.UWEX.edu. Contact her again when restock is needed.

If the Partner Organization agrees to print literature for the Approved Garden Project, you can request master copies from Nancy for their use.

Additionally, resources can be found via the following links:

<http://hort.UWEX.edu>

<http://fyi.UWEX.edu/sewmg/links/>

<http://fyi.UWEX.edu/sewmg/files/2011/01/Gardening-Resources042014.pdf>

- b. Plant stakes and labeling materials are to be placed to identify 50% or more of the plant species, preferably with both common and botanical names. Plant stakes can be ordered through the Garden Chair Forum at no cost. During other times of the year, Approved Garden Project budgeted funds will need to be used, and the stakes can be ordered at a discounted rate from Kincaid Plant Markers at: <http://www.kincaidplantmarkers.com/>

Waterproof labels and a laser printer are available at the UWEX Milwaukee office for your use. Schedule the office visit with the staff *before visiting* to assure someone is available to provide instructions on the use of the equipment.

Signage with an educational focus and/or program offering related to the Approved Garden Project can be placed in appropriate locations in the Approved Garden Project. A plotter printer and roll laminator is available at the UWEX Milwaukee office. Ask the Partner Organization for permission to place these signs.

- c. The Approved Garden Project group is encouraged to offer educational programs related to the Approved Garden Project if allowed by the Partner Organization. Be sure to discuss signage and programs with the Partner Organization early in the planning process. They may need to provide approval, or may agree to offer assistance and/or funding, for these activities.
- d. Approved Garden Project MGVs are encouraged to create factsheets or brochures using research-based literature about the project and/or the plants, themes, special focus, features, etc. Before making copies, submit these newly created factsheets and brochures to the UWEX horticulture educator in the appropriate county. The educator may find other uses for these items beyond the Approved Garden Project for which they were developed. Once approved, copies of the literature to use in the Approved Garden Project can be requested from Nancy Lehrer at UWEX (see item A.1.a.).

2. UWEX and SEWMG are acknowledged.

- a. Basic signage identifying the garden as a project of the SEWMG can be provided by the Garden Support Committee. Ordering information is provided at the Garden Chair Forum.
- b. The Partner Organization may wish to provide the signage. If so, please verify that acknowledgement of UWEX and SEWMG is included on the signage.
- c. The Partner Organization should be asked to include information about the Approved Garden Project in their promotional literature, such as brochures and newsletters. UWEX can assist in securing the UWEX and SEWMG logo from its website. The SEWMG logo is available at <http://fyi.uwex.edu/sewmg/documents>

3. The Approved Garden Project is open to the public.

- a. The Partner Organization must agree to allow public access to the Approved Garden Project.
- b. The Approved Garden Project does not need to meet ADA accessibility requirements.

B. OTHER APPROVED GARDEN PROJECT REQUIREMENTS INCLUDE:

1. There need to be three co-chairs for the Approved Garden Project identified on the **Garden Project Profile** unless other arrangements are made with the UWEX horticulture educators directing the MGV program; currently Ann Wied in Waukesha County and Sharon Morrissey in Milwaukee County.
2. Co-chairs of the Approved Garden Project need to have the Approved Garden Project prepared for the Garden Support Committee's visit every three years; at which time, the committee member visiting may make recommendations that will benefit the Approved Garden Project.

3. Co-chairs need to prepare their Approved Garden Project for the biannual SEWMG Garden Public Open House if selected by the Garden Support Committee. This open house is an opportunity to showcase selected SEWMG Approved Garden Projects and the collaboration with the UWEX.

C. ONCE THE APPROVED GARDEN PROJECT IS APPROVED, THE FOLLOWING NEED TO BE COMPLETED ANNUALLY BY SEPTEMBER 15:

Submit:

- **Garden Project Annual Report** – see Section 4.
- **Budget Request** (if SEWMG funding is needed) – see Section 5.

Submit and/or maintain on file an up-to-date copy of:

- **Garden Project Profile** – see Section 2. A.
- **Garden Partner Memorandum of Understanding** – see Section 2. B.

The documents to be used to submit the information require thoughtful completion by the Approved Garden Project co-chairs after discussion with the Approved Garden Project MGVs. Therefore, it is recommended that the co-chairs maintain records throughout the year to use for completing these documents.

SECTION 4: GARDEN PROJECT ANNUAL REPORT

All Approved Garden Projects must have a **Garden Project Annual Report** submitted to the Finance Committee by September 15.

The categories in the Garden Project Annual Report document include:

- Names of Garden Chairperson(s).
- Name of Partner Organization.
- Garden highlights for the year.
- Changes made from prior year (if any).
- Plans for improvement for upcoming year (if any).
- If vegetables planted: amount donated, to whom donated, and estimated dollar value.
- Funding sources for the Approved Garden Project.
- Volunteer Services: An approximate number of volunteers and volunteer hours and their roles. (The exact hours are submitted by the individual MGVs on their time sheets).
 - Master Gardener Volunteers
 - Partner Organization Staff, if any.
 - Partner Organization Volunteers, if any.
 - Community Volunteers, if any.
- Names of MGVs working at the Approved Garden Project.
- Other information: problems, concerns, suggestions.

SECTION 5: BUDGET REQUEST

All Approved Garden Projects must have a **Budget Request** document submitted to the Finance Committee by September 15, if requesting funds from SEWMG.

Approved Garden Project co-chairs should collaborate with their Approved Garden Project MGVs to determine future projects and needs for the coming year, as well as an estimate of the cost. These proposals should also be discussed with the Partner Organization and funds from the partner should be requested.

The categories in the **Budget Request** document include:

- Summary statement of the Approved Garden Project (a summary statement that has been previously submitted may be used year-after-year unless a change is needed).
- Explanation of any increase of money requested from the prior year.
- Overview of income and expenses.
- The benefit of the Approved Garden Project to the UWEX SEWMG program.
- The alignment of the Approved Garden Project with the SEWMG Mission Statement:

“To support and assist UW-Extension on community horticulture programs through volunteerism, education and environmental stewardship.”

SECTION 6: EXPENDITURE OF BUDGET FUNDS

A. GENERAL INFORMATION

1. Budget funds are approved for the calendar year January through December. These funds cannot be carried over to the following year.

A **Funds Request** document is required to be submitted for all reimbursements and requests for payment of a vendor invoice. Receipts or the vendor invoices need to be included with the document. An Approved Garden Project co-chair must also sign the request before submitting it to the treasurer.

2. Ordinarily, most expenditures will have been completed for the year in time to submit the next year's **Budget Request** document by the September 15 deadline. It is essential to have expenditures up-to-date by September 15 for the Finance Committee to have the information needed to create an accurate budget for the coming year.
3. Purchases can still be made until the end of the calendar year but only for supplies, materials and services needed in the current year. There is no need to buy supplies to store for the upcoming year since each year co-chairs have the opportunity to request what they anticipate needing for the next year. December 31 is the final day of the SEWMG fiscal year. Therefore, all **Funds Requests** must be submitted by that date.
4. It is not necessary to use all funds budgeted in the year. However, if a significant portion of the funds budgeted for a given year are not used, it is important to document the reason on the **Budget Request** document. If funds are requested, and not used for several consecutive years, the Finance Committee may reduce the amount of the budget requested the next year.
5. If special circumstances arise and additional unbudgeted funds are needed for the Approved Garden Project, co-chairs may contact the Finance Committee chairperson to discuss the situation and request contingency funds.

B. BUDGET OVERSIGHT BY APPROVED GARDEN PROJECT CO-CHAIRS.

1. Approved Garden Project co-chairs are responsible for keeping track of expenditures in order to stay within their allocated budget.
2. Garden co-chairs need to be aware of the budget funds approved for the Approved Garden Project and approve expenditures of members before purchases are made.
3. A **Funds Request** document should be completed by the MGW who is requesting reimbursement. A copy of the completed request and purchase receipt must be submitted to the co-chairs to sign and send to the treasurer. The payee can be specified on the document and the reimbursement check sent directly to them.

C. SUBMITTING REQUESTS FOR REIMBURSEMENT

The **Funds Request** document is used for reimbursement or payment from the budget.

D. TAX EXEMPT STATUS.

1. SEWMG is tax-exempt as a 501(c)(3) non-profit organization. The Garden Support Committee provides cards to the Approved Garden Project co-chairs with the SEWMG tax-exempt number and a list of vendors with which SEWMG is registered as a tax-exempt organization. For convenience, use these vendors when possible. Other unregistered vendors may or may not honor the SEWMG tax exemption.
2. Any MGV can register a vendor as tax exempt on behalf of the SEWMG organization. If the MGV believes items will be purchased from the vendor repeatedly, registration is advisable.
3. If the vendor requires an application be completed for tax exemption at their business, the MGV can complete the application obtained from the vendor and notify the Finance Committee chairperson of this action. If the vendor requires a SEWMG leader to complete the application, the MGV will, instead, send the application to the SEWMG treasurer to complete and submit for approval.
4. Once a vendor is registered as tax-exempt, the treasurer will notify Approved Garden Project co-chairs and the Garden Support Committee will add the vendor's name to the card listing the vendors with which SEWMG is registered as a tax-exempt organization.
5. Under most circumstances, if the tax exemption is not used and the taxes are paid for a purchase made by a MGV on behalf of SEWMG, the amount of the tax will not be reimbursed to the MGV.
6. Please be aware that procedures are established by the individual vendor – some vendors provide the tax-exemption when the MGV shows the SEWMG tax-exempt number; others require a form be completed for each visit.

***The SouthEast Wisconsin Master Gardeners, Inc.
is a tax-exempt 501(c)(3) non-profit organization.***

SECTION 7: THE GARDEN SUPPORT COMMITTEE

The Garden Support Committee co-chairs are listed on the SEWMG website at:

<http://fyi.UWEX.edu/sewmg/approved-garden-projects/>

A. The Garden Support Committee supports Approved Garden Projects in numerous ways:

1. Plans, coordinates, and facilitates the annual **Volunteer Opportunity Fair**, held each January at which each Approved Garden Project is provided booth space to showcase their project with the objective of recruiting additional volunteers.

NOTE: An Approved Garden Project co-chair or representative is expected to be present at the Volunteer Opportunity Fair to greet MGVs-in-training and certified MGVs and to discuss their specific Approved Garden Project.

2. Plans, coordinates, and facilitates the annual **Garden Chair Forum** at which co-chairs learn about current procedures and Approved Garden Project co-chair responsibilities; are made aware of any changes to these responsibilities; and are able to network and share ideas with other Approved Garden Project co-chairs. The Garden Chair Forum also provides opportunities to:
 - a. Order plant stakes by the deadline, announced at the Forum, at no cost. During other times of the year, Approved Garden Project budget funds will need to be used and the stakes can be ordered at a discounted rate from Kincaid Plant Markers at:
<http://www.kincaidplantmarkers.com/>
 - b. Ask questions about the Approved Garden Project co-chair role.
 - c. Learn ways to increase educational components of Approved Garden Projects.
 - d. Exchange ideas with other co-chairs about effective ways to manage their Approved Garden Project.

NOTE: A co-chair or representative of each Approved Garden Project must attend the Garden Chair Forum held in March each year.

3. Visits Approved Garden Projects, on a three-year cycle, to share recommendations that will benefit the Approved Garden Project. The **Garden Support Committee Garden Project Review** document used during this visit is available on the website at
<http://fyi.UWEX.edu/sewmg/approved-garden-projects/>
4. Plans and coordinates the biannual **SEWMG Garden Public Open House**. The Garden Support Committee selects Approved Garden Projects to participate in this event one year in advance and notifies the Approved Garden Projects co-chairs of the selection. Garden Chairpersons are expected to make every effort to accommodate this request. Co-chairs may also volunteer their Approved Garden Project to participate in an upcoming open house. Once selected, Approved Garden Project co-chairs should check with the Approved Garden Project Partner Organization to determine if they have any participation requirements or restrictions.

CALENDAR OF EVENTS

| | |
|---------------------|---|
| January | Attend Volunteer Opportunity Fair; review and update, as needed, the Garden Partner Memorandum of Understanding and Approved Garden Project Profile. |
| February | Respond to emails/phone calls made by Garden Support Committee member regarding the co-chair attendance at the March Garden Chair Forum. |
| March | Attend Garden Chair Forum. |
| Spring | Submit schedule of your Approved Garden Project weekly garden workdays for publication. |
| Summer | Participate in biannual SEWMG Garden Public Open House if selected. |
| September 15 | Submit Garden Project Annual Report and Budget Request documents to Finance Committee. |
| December | Respond to emails/phone calls made by Garden Support Committee member regarding the Approved Garden Project member involvement at the January Volunteer Opportunity Fair. |
| December 31 | Final submission of Funds Request of all expenses if reimbursement is expected for purchases made after September 15. |

DOCUMENT / INFORMATION WEBSITE

The following documents can be found at <http://fyi.uwex.edu/sewmg/>:

- Volunteer Service Policy
- Approved Garden Project Co-Chairs Handbook
- Approved Garden Project Co-Chairs Guide
- Garden Project Profile
- Garden Partner Memorandum of Understanding (MOU)
- Garden Project Annual Report
- Budget Request
- Funds Request
- Inventory Update Request
- Garden Support Committee Garden Project Review
- List of Approved Garden Projects
- Work Schedule for Garden Projects

Click on the “Approved Garden Projects” Page

The screenshot shows a web browser window with the URL fyi.uwex.edu/sewmg/. The page header includes the University of Wisconsin-Extension logo and a search bar. The main content area features the title "SouthEast Wisconsin Master Gardeners" and a navigation menu. The "Approved Garden Projects" link in the navigation menu is circled in red. Below the navigation menu, there is a mission statement: "We teach, learn, lead and serve, connecting people with the University of Wisconsin, and engaging with them in transforming lives and communities." and a logo for the SouthEast Wisconsin Master Gardeners.



Milwaukee & Waukesha Counties Master Gardener Volunteer Program VOLUNTEER SERVICE POLICY



Acronyms often used:

MGV Master Gardener Volunteer
PHA Plant Health Advisor

UWEX University of Wisconsin-Extension
SEWMG SouthEast Wisconsin Master Gardener
WIMGA Wisconsin Master Gardeners Association

To qualify as **approved volunteer service**, all Master Gardener Volunteers (MGVs) activities should meet the following three basic criteria **AND** fit into one of the six categories described below.

BASIC CRITERIA FOR ALL MGV VOLUNTEER SERVICE:

1. The activity has a strong, educational focus related to plants and/or the environment.
2. UWEX and/or its role is plainly identified in one or more of the following ways:
 - Signage with the UWEX and/or SEWMG logo, or
 - Educational literature provided to participants of the activity; such as, Gardening Resources, the Gardening Publications brochure, the SEWMG Program brochure, gardening fact sheets/handouts, etc.
 - The partner and/or sponsoring organization, if applicable, acknowledges UWEX and/or the SEWMGs in their literature and/or signage.
3. You represent yourself as a UWEX MGV while performing the activity by wearing your SEWMG nametag and if available logo wear, **AND** you introduce yourself and the UWEX/MGV program if possible.

CATEGORIES OF ACTIVITIES:

YOUTH

1. Youth focused garden or youth activity related to gardening or the environment; even if you do not work directly with youth but the activity/program/event supports youth education.

COMMUNITY EDUCATION

2. Approved garden project or educational project – the following criteria must be met:
 - Garden Project:
 - A *Garden Project Profile* and *Garden Project Partner MOU* must be submitted and approved by UWEX Hort Educators.
 - A *Garden Project Annual Report* form must be submitted each year by September 15.
 - A minimum of 50% of the plants need to be labeled; or there is educational signage on gardening principles or techniques; or public educational programs are conducted by UWEX/MGV.
 - Educational Project:
3. Event booth/display/exhibit directed primarily to an adult audience.
4. Plant problem assistance / plant health advisor.
5. Presentation/workshop/class for an adult audience.

SUPPORT

6. Support through service to the SEWMG, UWEX, and WIMGA. This includes the Plant Sale.

Note: all forms and documents are available on the SEWMG website at
<http://fyi.uwex.edu/sewmq/documents/>



Milwaukee & Waukesha Counties
 SouthEast Wisconsin Master Gardeners
GARDEN PROJECT PROFILE



Garden Project Name: _____

(Exactly as it will appear on all forms and other references to it.)

- The Garden Project Profile form is used to show compliance with all of the criteria for MGV Approved Garden Projects as described in the Volunteer Service Policy. Garden Project Profiles are kept on file in the Milwaukee County UW-Extension office (UWEX).
- To apply for approved garden project status, you must submit this completed **Garden Project Profile form AND Garden Project Partner Memorandum of Understanding (MOU)** form to the Milwaukee County UWEX office. You will be contacted if there are any questions, and after review by the Hort Educators, you will be notified of their decision.
- Approval of a garden project does not guarantee funding from SEWMGs. Funding from SEWMGs may be requested through the Finance Committee once the garden project is approved by the UWEX.
- To retain approved status for volunteer service hours, the **Garden Project Annual Report** form must be submitted by September 15 each year, and if funding is needed, the **SEWMG Budget Request** form must also be submitted.
- All necessary forms and policies are available at <http://fyi.uwex.edu/sewmg/approved-garden-projects/> or from the UWEX offices.
- If you have any questions, please contact the Hort staff: Sharon Morrissey, Ann Wied, Betsy Vokac or Nancy Lehrer.
- Submit the completed Garden Project Profile and Garden Project Partners MOU to:

SEWMG, UWEX Office
 9501 West Watertown Plank Road, Bldg. A
 Wauwatosa, WI 53226

Submitted by: _____ on _____ For: _____
MGV Name Date Submitted Year

Garden Project Address: _____
Street

City County Co. Supvr. Dist.

| GARDEN PROJECT | Name | Phone No. | Email Address |
|----------------------|------|----------------|---------------|
| Co-Chair: | | | |
| Co-Chair: | | | |
| Co-Chair: | | | |
| PARTNER ORGANIZATION | Name | Phone No. | Email Address |
| Contact Person Info: | | | |
| Title: | | MOU Completed: | |

DESCRIPTION: Describe in detail so we can "visualize" the garden project: include site size, structures, main features, type of plants, special interests, etc. You may attach supplemental information, such as, the garden plan, plant lists, photos, etc.

GARDEN PROJECT'S EDUCATIONAL PURPOSE AND VISIBILITY OF UW-EXTENSION AND SEWMG

Describe how this garden project meets the three basic criteria for Approved Garden Projects as listed below.

1. The garden project has a strong, educational focus related to plants and/or the environment.

- A. What is the garden project's educational focus?

- B. Explain how that educational information will be conveyed to visitors of the garden project. (Such as, 50% of the plant species will be labeled; there will be educational signage about the focus, gardening principles or techniques; or public educational programs will be conducted by UWEX and or MGVs.)

2. UW-Extension and/or its role with the garden project is/will be plainly identified in various ways.

- A. What kind of signage is planned for the garden project; where will it be displayed; who will provide it?

- B. How and where will educational literature be provided to visitors and program participants?

- C. What plans are there for acknowledgement of UWEX and/or the SEWMGs by the Partner Organization?

3. You represent yourself as a UWEX MGV while performing all volunteer service.

- A. How are volunteers encouraged to represent themselves as UWEX MGVs while working in the garden project?

VISITORS TO THE GARDEN

- Does the general public typically visit? Yes No
- Is there an admission fee? Yes No If yes, how much? \$ _____
- Is there a specific audience? Describe, such as, residents and/or visitors to the facility, seniors, disabled persons, people who pay admission, food pantry recipients, etc.):

- Is there access for the disabled? Yes No Please explain:



SouthEast Wisconsin Master Gardeners
**GARDEN PROJECT PARTNER
MEMORANDUM OF UNDERSTANDING**

Garden Project Name: _____
(Exactly as it will appear on all forms and other references to it.)

Garden Project Address: _____
Street City County

Partner Organization: _____

The University of Wisconsin-Extension (UWEX) offices in Milwaukee and Waukesha Counties and the SouthEast Wisconsin Master Gardener Volunteers (SEWMGs) are pleased to enter into a Memorandum of Understanding (MOU) with your Partner Organization (Organization) for the Garden Project named above. At the heart of this project is the objective that this Garden Project will be both educational and enjoyable for all involved.

For the Garden Project to be approved by the UWEX Horticulture Educators as a Garden Project for Master Gardener Volunteers (MGVs), the following requirements must be met:

1. An MOU between SEWMGs and the Organization for the Garden Project must be signed and submitted to UWEX.
2. A completed *Garden Project Profile* form, which provides details about the Garden Project and the Organization, explains the educational purpose of the Garden Project, and the methods to be used to assure visibility for UWEX and SEWMGs, must accompany this MOU.
3. To remain an approved Garden Project each year, the co-chairs must file a *Garden Project Annual Report*, which will be provided to the Organization upon request.

THE GARDEN PARTNER AGREES TO THE FOLLOWING:

UWEX and SEWMGs:

Will take responsibility for the maintenance of the Garden Project to the best of their ability by providing a minimum of three volunteer co-chairs to take the lead for this Garden Project. It is understood that if at any time there are not at least three MGVs to co-chair, the Garden Project may no longer be an approved MGV project and written notice of that decision may be given within a reasonable period of time.

Will provide educational components that may include:

- Educational literature and information on public resources to be made available at the Garden Project or at the Organization’s facility.
- Placing plant labels on 50% or more of the plant species.
- Installing signage regarding the educational focus, topic and other gardening practices or techniques, and/or offering educational programs related to the Garden Project.

Will represent themselves as MGVs while working at the Garden Project by wearing nametags and logowear and by introducing themselves as MGVs when interacting with visitors.

Will acknowledge the Organization in written communications about the Garden Project, at public programs, in communications with elected officials, etc.

Will request funding, as needed, from the SEWMGs Finance Committee. The lead MGVs for the Garden Project will request budget funding that cannot be covered by the Organization; however, it is understood that approval of the Garden Project does not guarantee funding from the SEWMG or UWEX. Whenever possible, non-permanent items, such as, tools, carts, and small decorative items may be paid for by the SEWMGs and are therefore considered the property of SEWMGs.

THE ORGANIZATION:

Will work with MGVs to provide signage in the Garden Project acknowledging the partnership with UWEX and SEWMGs. Basic signage stating that the garden is a project of the SEWMGs can be provided by the SEWMG Garden Support Committee. If any other style, size, or wording is desired, the Organization will share the cost.

Will work with the MGVs to find a place in the Garden Project or in the Organization’s facility to make literature available regarding the Garden Project, seasonal gardening topics, UWEX resources and the SEWMGs.

Will acknowledge, where appropriate, the role of the UWEX and the SEWMGs in written reports, brochures, newsletters, etc.

Will provide as much funding as possible for the Garden Project. It is understood that ideally all costs should be covered by the Organization since the Garden Project is on their property. However, if that is not possible, a minimum of 50% of the costs should be covered by the Organization; to be discussed as needed. Permanent additions to the Garden Project, including plants, hard surfacing, structures, statuary, stone walls, etc. will be paid for by the Organization and are therefore considered the property of the Organization.

Will encourage their staff to become involved with the MGVs in managing the Garden Project either as volunteers or on company time. This will allow MGVs to fulfill their educational role by sharing research-based gardening information with staff as well as garden visitors.

We, the undersigned, agree to this Garden Project Partners’ Memorandum of Understanding signed this _____ day of _____, 20_____.

SEWMGs GARDEN PROJECT:

Signed – Master Garden Volunteer – Co-Chair

Print Name of Co-Chair

Print Name of Co-Chair

Print Name of Co-Chair

PARTNER ORGANIZATION:

Signed - Authorized Representative

Print Name of Representative

Title

Role in the Garden Project

| | | |
|---|-----|----|
| Are vegetables produced, harvested, and donated from this garden project? | Yes | No |
|---|-----|----|

If yes, how much so far this year: \$ _____ Donated to:

FUNDING SOURCES (enter N/A for items that are not applicable)

| | | |
|---------------------------------------|------------------------|--------------------|
| SEWMG: | Budgeted this year: \$ | Used this year: \$ |
| Partner Organization (name): | | How much? \$ |
| Other Donations-From (name): | | How much? \$ |
| Grant from Outside Source (name): | | How much? \$ |
| In-Kind Contributions (non-monetary): | | |

VOLUNTEER SERVICES (estimate as closely as possible the number of volunteers; it does not need to be exact!)

| <i>Count each person only once.</i> | No. of Volunteers | No. of Hours | What was their role? |
|-------------------------------------|-------------------|--------------|--|
| MGV Co-Chairs: | | | |
| Master Gardener Volunteers: | | | |
| Total MGVs: | | | = All MGVs including co-chairs that worked. |
| Partner Organization Staff: | | | |
| Partner Organization Volunteers: | | | |
| Community Volunteers: | | | |
| TOTAL: | | | = All MGVs and partner volunteers that worked. |

List the names of MGVs that worked the garden project (attach a separate sheet if necessary).

| | |
|--|--|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Is there anything else you want us to know – problems, concerns, suggestions?



SouthEast Wisconsin Master Gardeners BUDGET REQUEST



If funding is needed, please submit this form with the completed Garden Project Annual Report form due by September 15 to SEWMG Finance Committee, UWEX Office, 9501 West Watertown Plank Rd., Building A, Wauwatosa WI 53226.

Approved Education/Garden Project: _____

Submitted by: _____ on _____ For: _____
MGV Name Date Submitted Year

Income Request Expense Request Amount Requested: \$ _____

Location: Milwaukee Co. Waukesha Co. No. of People Reached: _____

| |
|---|
| 1. Summary Statement of Educational Project or Garden Project: |
| 2. If there is a major change in the amount of the request from last year's budget, please provide detail: |
| 3. Overview of income or expenses: |
| 4. How will this project benefit the UW-Extension SouthEast Wisconsin Master Gardener Program? |
| 5. How will this project fit into the SEWMG mission statement, "To support and assist UW-Extension in community horticulture programs through volunteerism, education and environmental stewardship." |

USE AN ADDITIONAL PAGE IF NECESSARY

The Finance Committee reviews all Budget Requests and prepares a budget. The proposed budget is shared with SEWMG in October and members approve or deny the budget at the Annual Meeting in December each year.



SouthEast Wisconsin Master Gardeners
FUNDS REQUEST

Please submit requests as soon as possible after purchase up to September 1. Expenses incurred after September 1 should be submitted immediately so that the Finance Committee has the information by November 1 for budget purposes. Expenses in November and December can still be applied to the current year's budget but should only be for items needed in the current year.

Pay to Vendor

Reimbursement

| | | | | | |
|--|--|--------|--------|-------|---------------|
| Pay to: | | | | | |
| Address: | | | | | |
| City: | | State: | | Zip: | |
| SUBMITTED BY | | | | | |
| Name: | | | | Date: | |
| Phone: | | | Email: | | |
| Approved Project Name: | | | | | |
| Chairperson Signature: | | | | | |
| LIST EXPENSES AND INCLUDE ORIGINAL RECEIPTS | | | | | AMOUNT |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| | | | | | \$ |
| TOTAL DUE: | | | | | \$ |

| | | |
|-------------------------------------|---------------------------|----|
| SUBMIT COMPLETED REQUEST TO: | Treasurer Use Only | |
| Pat Conole, Treasurer | Check Amount: | \$ |
| SEWMG, Inc. | Check Number: | |
| 3601 West Marseilles Drive | Check Issued: | |
| Mequon, WI 53092-2243 | | |



**SouthEast Wisconsin Master Gardeners
INVENTORY UPDATE REQUEST**

Complete this form to add, change, or delete items from the inventory database.
Please give to **Diane Thieme** or email her at **dianet1@execpc.com**

Date Requested: _____

Requestor/Contact: _____

Type of Change Needed:

Delete Existing Item, ID # _____

Change Information for an Existing Item, ID # _____

Add New Item, ID # _____ (Leave Blank)
For Staff Use Only

Date Item was Acquired: _____

Item: _____

Description: _____

Model No.: _____ Serial No.: _____

Storage Location: _____

Can this item be loaned? Yes or No

Is this item for a specific project? Yes or No

Please list the project(s): _____

Who is responsible for this item? _____

Please provide any additional notes you would like included in the database.



SouthEast Wisconsin Master Gardeners
Garden Support Committee
GARDEN PROJECT REVIEW

Garden Project Name: _____ Date: _____

Address: _____

Garden Project Co-Chairs: _____

Garden Representative (MGV): _____

Number of helpers: MGV's: _____ Others: _____

CRITERIA (use second page if more space is needed):

- Visibility of the SEWMG sign: _____
- At least 50% of plants labeled or have educational signage: Yes No
- Educational focus evident:
 - Literature: _____
 - Group visits: _____
 - Other benefits for the general public: _____

REVIEW COMMITTEE:

Garden design; details of the garden project, comments, and suggestions:

Assistance needed with signage/ literature review: Yes No If yes, describe below:

GARDEN CO-CHAIR:

Ideas, notes, concerns, and/or recommendations for the future:

Members of the Garden Support Committee Present:

If additional space is needed, enter comments here.

Garden Project Name: _____ Date: _____

SAMPLE