

Master Gardener Volunteer Approved Garden Project Co-Chair

Coaches and Inspires:

- Explains the SEWMG organization.
- Sets expectations for the MGVs.
- Shares knowledge.
- Offers encouragement.

Provides Training:

- Makes sure MGVs have a workday schedule.
- Records each workday's activities.
- Requires MGVs wear a badge or logowear for easy identification.
- Takes pictures of the approved garden project at different times of the year.
- Informs volunteers how to report hours.

Desired Outcomes:

- Initiates/continues relationship with partner organization.
- Provides growth experiences.
- Offers challenging ideas.
- Helps build self-confidence.
- Offers friendship.
- Takes part in the fun.

August 2018



University of Wisconsin-Extension

Milwaukee County UW-Extension

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Milwaukee County
Consumer Horticulture Educator
Currently Vacant

Waukesha County UW-Extension

515 West Moreland Blvd.
Administration Center, Room G22
Waukesha, WI 53188-3869

Ann Wied, Waukesha County
Consumer Horticulture Educator
262-548-7788

ann.wied@ces.uwex.edu

UW-Extension Horticulture Center

Boerner Botanical Gardens
9400 Boerner Drive
Hales Corners, WI 53130

www.boernerbotanicalgardens.org

Open Monday – Friday; 10:00 am–2:00 pm
May through September
414-525-5638

planthealth.advisors@ces.uwex.edu

APPROVED GARDEN PROJECT CO-CHAIRS GUIDE



*Information and Contacts
to Assist You as a SEWMG
Garden Project Co-Chair*

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.

SEWMG APPROVED GARDEN PROJECT CO-CHAIRS REFERENCE GUIDE

Resources/Administrative

• Approved Garden Project

- ✓ Has an educational focus.
- ✓ Represents UW-Extension and SEWMGs.
- ✓ Is open to the public.
- ✓ At least 50% of plant species are labeled and/or have educational signage.

• Approved Garden Project Annual Report

- Due September 15 each year.
 - Describes changes, projects, and educational programs conducted during the year.
 - Record pounds of vegetables harvested and donated, if applicable.
 - Funding sources; amounts.
 - Expenditures.

• Budget Request

- Due September 15 each year.

• Funds Request

- Co-chair approves expenditures, requests for payment, and reimbursements using funds from approved budget.

Garden Support Committee Visits:

- ✓ Assist approved garden project with signage/review literature.
- ✓ Ask for ideas for the future.
- ✓ Note detail about the approved garden project.
- ✓ Make recommendations for resources.

It is *mandatory* that the Approved Garden Project co-chairs attend both the Volunteer Opportunity Fair in January and the Garden Chair Forum in March each year. Co-chairs also need to be open to hosting public garden tours.

Documents are Available at:

<http://fyi.uwex.edu/sewmg/>

Approved Garden Projects in the Menu

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

Notes

Supplemental Resources

- SEWMGs Newsletter
<http://fyi.uwex.edu/sewmg/newsletters>
- Volunteer Services and Opportunities
<http://fyi.uwex.edu/sewmg/volunteers>
- Signage and Labeling
Contact Barbara Lodde, MGV
loddebl@gmail.com
- Tax Exempt Certificate
Contact SEWMG Treasurer
- Horticulture Help Lines
Milwaukee County
414-615-0515
Planthealth.advisors@ces.uwex.edu
- Waukesha County*
262-548-7779
uwex1@waukeshacounty.gov
- UW-Extension Publications
<http://learningstore.uwex.edu>
- UW-Extension Horticulture
<http://hort.uwex.edu>