

DATE RECEIVED: _____



NEW PROJECT REQUEST FORM - 2017 FOR MASTER GARDENER VOLUNTEER PROGRAM ASSISTANCE

The mission of the Racine Kenosha Master Gardener Association is to educate, beautify and preserve the community through trained horticulture volunteers, in accordance with and in support of the principles of horticulture education as taught by UW-Extension.

PLEASE TYPE OR PRINT CLEARLY

Project Name: _____

Date Submitted: _____

Project Location (Address, City, ZIP):

Proposed Start Date: _____

Proposed End Date: _____

Return this form to the UW-Extension Office **by October 1, 2016**, for consideration for the 2017 year. **Project requests submitted after October 1, 2016, will not be considered by the Master Gardener Project Committee for approval for 2017 and will have to be resubmitted for 2018.**

Long-Term Project Requests requires submission of a project request form each year for re-evaluation.

Short-Term (Single Event) Requests may be submitted throughout the year for consideration. MGV project criteria apply for both types of projects.

Please review project guidelines (criteria) on reverse page

Project Type:

_____ Long Term

_____ Short Term (Single Event)

Project Liaison (at partnering agency):

Master Gardener Volunteer Liaison/Coordinator:

Name: _____

Name: _____

Phone: _____

Phone: _____

E-mail: _____

E-mail: _____

Address: _____

Address: _____

City & ZIP: _____

City & ZIP: _____

Continued on reverse

Project Details – Please fill out completely, circle where applicable:

Provide project details, expectations, and goals – keeping in mind the criteria. Attach additional page(s) if needed.

Is this a public location, free and accessible to all? YES NO
If NO, please explain _____

Is check in required? YES NO
If yes, where, and are there special procedures? _____

This site is available: Days _____ Hours _____

Is training or supervision needed to volunteer at the site? YES NO
If yes, please specify _____

Water accessible to site: Y N Garden design available: Y N

Funds/support available: Y N Hoses/sprinklers: Y N

Site/soil preparation needed: Y N Debris disposal available: Y N

Tools available at site: Y N Storage for tools: Y N

Tools or Equipment needed (please list):

Please list any Master Gardeners, other organizations, or other community volunteers working on the project.

***Project Guidelines (Criteria):**

All project requests are reviewed in fall by a committee comprised of Master Gardener Volunteers and UW-Extension staff. Because there are more requests than volunteers, project guidelines (criteria) address the question – How does this project support our mission as Master Gardener Volunteers? These criteria were adopted in 2005 to help determine the projects that will be accepted (or continued) for an upcoming gardening season:

1. Visibility – promotes Master Gardener Program and UW-Extension
2. Educational for the public and Master Gardener Volunteers
3. Benefits the general public (non-profit)
4. Must have Master Gardener coordinator and interest by Master Gardener Volunteers (if all other criteria are met, we will send out to our Master Gardener email list to see if there are interested volunteers for your project.)
5. Projects must submit an annual report each October 1 with at least one photo and a list of active volunteers.

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