



3-2015

## Fluvanna County Master Gardener Volunteer Project Proposal Form

*Project proposals are accepted to the address/email above and reviewed by the Extension Agent/Master Gardener Coordinator, John Thompson. Projects and activities that are implemented without completion of this form are not considered VCE Master Gardener activities and do not count as MG volunteered time. Unapproved events do not carry the liability shield of VCE/Virginia Tech.*

Date Submitted:

Submitted By:

Project Start Date:

Contact at Partnering Organization:

MG Volunteer Project Coordinator:

Number of Volunteers Needed:

Estimated Number of Audience Participants:

Project Name & Location:

Phone and Email Contact:

Project End Date:

Phone/Email:

Phone/Email:

Volunteer Hours Required:

Describe the need for this project:

What are the educational goals of the project?

Project Audience:

Are minors involved as volunteers or as project audience?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Do volunteers need to be trained Master Gardeners?

\_\_\_\_\_ YES \_\_\_\_\_ NO

*Projects not in accordance with the policies and educational outreach objectives of Virginia Cooperative Extension will not be considered. If projects stray from the objectives of Virginia Cooperative Extension, they may be discontinued.*

Outline or explain the plan to start and implement the project:

What financial support will be required? Who will supply the funds? If you are requesting funds please attach the project budget:

Please estimate any in-kind donations from partnering organization(s). For example, use of meeting rooms, gardening supplies, plants, advertising, etc:

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How will the project progress be measured?

How will the project be evaluated during and after completion?

What will indicate this project has achieved its goals?

How will Master Gardeners be recognized as contributing to this project?

How will volunteers benefit from the project or be recognized at project completion?

*Thank you for your time and information regarding this request. Once reviewed by the Extension Office, forms will be provided to the Fluvanna Master Gardener Association for final consideration and approval/disapproval.*