

DATE RECEIVED: _____



NEW PROJECT REQUEST FORM - 2018 FOR MASTER GARDENER VOLUNTEER PROGRAM ASSISTANCE

Note: Projects must have an educational component in order to qualify to be a UWEX Master Gardener project.

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, 2017**, for consideration for the 2018 year. **Project requests submitted after October 1, 2017, will not be considered for approval for year 2018 and will have to be resubmitted for 2019.**
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):

Name: _____
Phone: _____
E-mail: _____
Address: _____
City & ZIP: _____

Master Gardener Volunteer Liaison/Coordinator:

Name: _____
Phone: _____
E-mail: _____
Address: _____
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 UW-Extension staff. These following criteria were adopted in 2005 to help determine the projects that will be accepted (or continued) for an upcoming gardening season:

- 1. Visibility – promotes UW-Extension Master Gardener Program
- 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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