

# Virginia Cooperative Extension

A partnership of Virginia Tech and Virginia State University



School of Agriculture  
Virginia State University

Albemarle/Charlottesville Office  
460 Stagecoach Road  
Charlottesville, Virginia 22902  
434-872-4580 FAX: 434-872-4578

## Planning District 10 Master Gardener & Tree Steward Volunteer Project Proposal Form

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

Project Name & Location:

Date Submitted:

Submitted By:

Phone or Email Contact:

Purpose of Project:

Educational Value of Project to Community:

Project Audience:

Estimated Number of Audience Participants:

Project Start Date:

Project End Date:

Contact at Partnering Organization & Phone:

Master Gardener/Tree Steward Volunteer Project Coordinator & Phone:

Number of Volunteers Needed:

Volunteer Hours Required:

Do volunteers need to be trained Master Gardeners/Tree Stewards? \_\_\_\_\_ YES \_\_\_\_\_ NO

Are minors involved as volunteers or as project audience? \_\_\_\_\_ YES \_\_\_\_\_ NO

(OVER)

[www.ext.vt.edu](http://www.ext.vt.edu)

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer.

Outline or explain the plan to start and implement project.

How will project expenses be met?

How will project progress be measured?

How will project be evaluated during and after completion?

What will indicate this project has achieved its goal?

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

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

*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.*