

Wood County Master Gardener Volunteer Standard Practice I
Community Service Volunteer Projects
Project Classifications

- 1. Authorized Master Gardener Projects**
- 2. Funded Master Gardener Projects**

I. Garden projects for education and beautification purposes throughout Wood County that are referred to as **WCMGV Authorized Master Gardener Projects** must meet the following requirements:

- A. Agencies hosting a project must have non-profit status and/or 501©(3) status (including city and county owned parks or facilities, public libraries, fairgrounds, municipal buildings, cemeteries, public museums, churches and schools).
- B. The project must be chaired or co-chaired by a **certified** Master Gardener Volunteer.
- C. The project must be open to the involvement of all certified and/or intern Master Gardener Volunteers who wish to participate. (The project can accommodate and will welcome additional volunteers.)
- D. The chairperson(s) will complete a **WCMGV Authorized Project Approval Form** annually.
- E. The project will be evaluated by the WCMGV Board of Directors or its designee(s) late in each growing season.
- F. **WCMGV Authorized Master Gardener Projects** are the only projects on which **intern** WCMGV's can earn volunteer hours credit.

II. Garden Projects for education and beautification purposes throughout Wood County that are referred to as **WCMGV Funded Master Gardener Projects** must meet the following requirements:

- A. The project must meet the definition of an **Authorized Project** as written above.
- B. The chairperson(s) must submit a **WCMGV Funding Request Form** by the deadline indicated below.
- C. The chairperson(s) must submit a **WCMGV Project Evaluation Form** by the deadline indicated below.
- D. The project must be in good standing based on its evaluation as an **Authorized Project**. (unless it is a new project)
- E. The chairperson(s) shall complete a **WCMGV Voucher Form** for reimbursement of funds spent on the project by the deadline indicated below.

III. The **WCMGV Authorized Approval Form, the WCMGV Funding Request Form, and the WCMGV Project Evaluation Form** must be submitted to the chairperson of the Community Service Projects Committee by October 1. The Community Service Projects Committee will review the forms/requests and forward them with recommendations for approval (or not) to the chairperson of the Finance Committee no later than January 15th. The annual budget will be presented to the Board of Directors by March 1st and will contain recommendations for funding amounts for each project request.

IV. A **WCMGV Funded Master Gardener Project** will receive an allocation not to exceed \$500 annually. Costs that exceed the allocated amount will not be considered for reimbursement.

V. Funds provided by the Wood County Master Gardener Volunteers must be spent according to the guidelines in **WCMGV Standard Practice II**.

VI. The appropriate **WCMGV Voucher Form** along with requested documentation must be submitted to the treasurer by the project chairperson(s) for reimbursement of funds spent on a funded project. The **WCMGV Voucher Form** must be submitted by December 1 of the funding year.

VII. Other Community Service Volunteer Projects

- A. Certified Master Gardener Volunteers may earn volunteer hours credit for service on education or beautification projects affiliated with organizations that meet the non-profit status as defined in Section I above.
- B. The Master Gardener Advisor or a member of the WCMGV Board of Directors must approve **Other Community Service Volunteer Projects**.
- C. A certified WCMGV as project chairperson or co-chairperson is not required.
- D. These projects can not receive WCMGV funding.
- E. These projects are not advertised to other WCMGV's or to the public as **Authorized Master Gardener Projects**.
- F. Intern WCMGV's can not earn volunteer hours credit for service on **Other Community Service Volunteer Projects**.