



Milwaukee & Waukesha Counties UW-Extension MGV Program

# Gardening Project Profile & Annual Report

*Volunteer Service Category 6: Gardening Projects (report as Community Education)*

(Blank forms are available on the SEWMG website or from the UWEX offices.)

- All MGV activities must meet 3 basic criteria AND fall into one of the 6 categories outlined in the "Volunteer Service Policy" (see SEWMG website).
- All gardening projects must additionally submit this **Gardening Project Profile** (GPP) to become an approved gardening project. You will be notified when your project has been reviewed and approved. Approved GPPs will be kept on file in the UWEX office and listed on the SEWMG website under "Volunteer Service" and "Volunteer Opportunities".
- Each year by December 31<sup>st</sup>, all approved gardening projects should complete the **Annual Report** portion of this form by completing the gray shaded areas and submitting the report to the Milwaukee Co. Extension office. You are also encouraged to provide any other supplemental information you wish such as garden plans, brochures, photos, program announcements, etc.
- *If you have any questions or need assistance in completing this form, please feel free to contact Sharon, Ann, Kathy or Ellen.*

Gardening Project Name: \_\_\_\_\_

Location/ Address: \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ Co. Suprv. Dist. \_\_\_\_\_

Submitted by MGV: \_\_\_\_\_ Date Submitted: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Garden Project Sponsor/Partner Org.: \_\_\_\_\_

Sponsor's Contact Person & Info: \_\_\_\_\_

## Gardening Project Profile:

*Please describe how this gardening project meets all three of the basic criteria for volunteers service listed below:*

1) The activity has a strong, educational focus related to plants and/or the environment. What is the educational focus?

2) UW-Extension and/or its role is plainly identified in one or more of the following ways:

- signage with the UW-Extension and/or SEWMG logo

\_\_\_\_\_

- educational literature provided to participants of the activity (such as *Gardening Resources*, *InfoSource*, the *Gardening Publications* brochure, the *MGV Program brochure*, gardening fact sheets, publications or hand-outs, etc).

\_\_\_\_\_

- the sponsoring organization acknowledges UWEX and/or the SEWMGs in their literature and/or signage

\_\_\_\_\_

3) You represent yourself as a UWEX MGV while performing the activity by wearing your SEWMG nametag (and introducing yourself and the UWEX/MGV program, if possible)

\_\_\_\_\_

*(Continued on next page)*

*In addition to the 3 basic criteria for all volunteer service, gardening projects must also meet **BOTH** of the following criteria. Please describe how this gardening project meets these:*

- The garden is open and accessible to the general public (describe—discuss limitations, too.)  
\_\_\_\_\_  
\_\_\_\_\_
- At least 50% of the plants are labeled **OR** there is educational signage on gardening principles or techniques **OR** public educational programs are conducted by UWEX/MGV (please describe these in some detail.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Describe the gardening project (the site, size, structures, focus, main features, types of plants, special interest plants, etc. Attach the garden plan and/or plant list on a separate sheet if available.)*

**Annual Report** *(due by December 31<sup>st</sup> each year for all approved garden projects. Use additional pages if necessary.)*

Submitted by MGV: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

*Describe changes, projects, educational programs conducted during this year.* \_\_\_\_\_  
\_\_\_\_\_

*If vegetables are produced, harvested & donated: How much?* \_\_\_\_\_

Donated to: \_\_\_\_\_

*Funding Sources, Amounts, Expenditures, etc.:* From SEWMG: \_\_\_\_\_

From Garden's Sponsoring Org.: \_\_\_\_\_

Donations: \_\_\_\_\_

Grants: \_\_\_\_\_

In-Kind Contributions (non-monetary contributions other than volunteer service): \_\_\_\_\_

*Volunteer Service:* Number of MGVs: \_\_\_\_\_ Non-MGV Vols?: \_\_\_\_\_ Staff? \_\_\_\_\_

List MGVs (attach separate sheet if needed) \_\_\_\_\_

Total MGV hours this year (including Chair(s) hours): \_\_\_\_\_ Chair(s) Hours this year: \_\_\_\_\_

*Anything else you want us to know about - problems, successes?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*What plans do you have for changes/ improvements for next year?* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_