



Cornell University  
Cooperative Extension  
Erie County



Dear Master Gardener Project Sponsor,

Thank you for contacting Cornell Cooperative Extension (CCE) of Erie County Master Gardener Program about your proposed project.

The Cornell Cooperative Extension (CCE) of Erie County Master Gardener Program trains area CCE Erie volunteers to provide ecologically sound, science-based information to educate the public on best practices in consumer horticulture and environmental stewardship. These trained volunteers support and engage in educational projects and activities that foster horticulture related activities conducted under the guidance of CCE Erie County.

To maintain their volunteer status, trained volunteers are required to earn 20 hours of service per year in approved projects that fulfill the organization's mission. Service hours may be earned by teaching gardening classes, establishing demonstration projects in public spaces, assisting with youth and community gardening education projects, and developing or assisting with community-based environmental stewardship projects among other opportunities. Below are more details on our requirements for proposals.

Projects will strive as much as possible to reach diverse Erie County audiences and be accessible to all residents. A list of our current "*Acceptable/Non-Acceptable Volunteer Activities*" is attached for your reference to ensure your project fits within our criteria. If you have questions as to whether or not your project fits within the criteria, please contact us.

Projects producing a tangible resource or educational piece should not duplicate other recent efforts of Program volunteers. This will be determined during the Program Staff and Steering Committee members review. Projects that strictly involve garden maintenance without an educational component will not be reviewed by the Steering Committee for approval.

Being involved in the Master Gardener Program is about building relationships with members of the community and other program volunteers. Approved projects should be open to the participation of any interested Master Gardener volunteer unless permission to vary from this requirement is granted by the Program Educator.

Many projects come from a community organization with a connection to a current Master Gardener volunteer sponsor. For projects that come from an outside organization without a Master Gardener volunteer sponsor indicated, the Steering Committee will review the project to determine if it fits within our project criteria. If it does, a Program Volunteer will be recruited to help direct and work with other volunteers to complete the request. If after reasonable attempts a Program Volunteer does not agree to help direct/oversee MG Volunteer efforts for the project, the project sponsor will be alerted that volunteers are not available to work on the project at this time. The community organization will be

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encouraged to re-submit their project for consideration if at a later date a suitable MG volunteer is identified.

It is recommended that each new proposal be made available for Steering Committee review at least one month prior to the project starting date. Our Steering Committee meets on the first Tuesday of every month except December. Complete the attached form and return as indicated.

Approved project sponsors will be asked to assist the Master Gardener Program in documenting the impact of the educational and outreach efforts of the project in the community. The Steering Committee Vice President or MG Project Volunteers may ask the project sponsor to provide evaluations, surveys, stories and pictures. (A photo release may be needed in certain situations) While not required of community organizations sponsoring projects, community and MG Volunteers submission of this information is greatly appreciated.

After review of the project by our Steering Committee, our Committee Vice President will be back in touch with you with the results of the review and next steps.

Regards,

Jerry Brywa  
Steering Committee Vice President  
716-491-5209

Sharon Bachman  
Program Community Educator  
716-652-5400 x 150

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