

**OSU EXTENSION, HAMILTON COUNTY MASTER GARDENER VOLUNTEER  
PROJECT GUIDELINES & PROJECT APPLICATION FORM**

All volunteer projects for which Master Gardener certification credits will be given must meet the following:

- 1) The project must meet the statewide mission statement and initiatives of the OSU Extension Master Gardener Volunteer Program (see other side). Extension credit cannot be given for board meetings or committee work except for committees that are directly responsible for planning or conducting an activity or project that is an OSUE - Hamilton Co. approved volunteer project.
- 2) The project must be clearly identified as an "Ohio State University - Hamilton County Master Gardener Volunteer Project" (exact wording must be used) in all media releases, literature associated with the project, and on-site. The official OSU Extension Master Gardener logo and OSU Extension logo must also be included whenever "Ohio State University - Hamilton County Master Gardener Volunteer Project" is used. Those logos will be supplied upon request.
- 3) All participants receiving volunteer hour credits must meet all OSU Extension volunteer policy guidelines, including fingerprinting.
- 4) Completion and approval of a Master Gardener volunteer project application (VPAF) form.
- 5) Completion of a Volunteer Project Summary Form (VPSF) by **December 28th** of each year

**OSU EXTENSION, HAMILTON COUNTY VOLUNTEER PROJECT APPLICATION FORM (VPAF)** To be completed and returned to Julie Crook, OSU Extension, Hamilton Co., 5093 Colerain Avenue, Cincinnati, OH 45223  
**PLEASE TYPE or PRINT NEATLY and LEGIBLY**

1. Name and address of project \_\_\_\_\_  
\_\_\_\_\_

2. Project manager (the project manager shall also be listed as the contact person and shall be responsible for keeping all necessary records and making all necessary reports) \_\_\_\_\_  
Contact number \_\_\_\_\_ Email: \_\_\_\_\_  
Assistant project manager \_\_\_\_\_ Contact number \_\_\_\_\_  
Email: \_\_\_\_\_

3. Project description: Starting date \_\_\_\_\_ Ending date \_\_\_\_\_ or Continuing Y N  
Approximate number of volunteers required: for year \_\_\_\_\_ entire project \_\_\_\_\_  
Total estimated volunteer hours: for year \_\_\_\_\_ entire project \_\_\_\_\_  
Organizations involved \_\_\_\_\_  
\_\_\_\_\_

Goals and objectives of Project Site: \_\_\_\_\_  
\_\_\_\_\_

Please describe in detail how the Master Gardener Volunteers will be involved (project duties & responsibilities):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Continue on back or separate sheet if necessary.**

Signed, Project manager \_\_\_\_\_ Address \_\_\_\_\_ Date \_\_\_\_\_  
Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Project Code (assigned by OSUE - Hamilton County) \_\_\_\_\_

### ***Master Gardener Volunteer Program Overview***

The Ohio State University Extension Master Gardener Volunteer Program provides intensive training in horticulture to interested Ohio residents who then volunteer their time assisting with educational programs and activities for Ohio residents through their local Ohio State University Extension county office. Volunteers are not required to have gardening skills or knowledge; a passion for learning about gardening and sharing this knowledge with others is a must!

Working with county Extension personnel, Master Gardener Volunteers provide such educational services to their communities as: answering gardening questions from the public; conducting plant clinics; gardening activities with children, senior citizens, or disabled persons; beautifying the community; developing community or demonstration gardens; and other horticultural activities.

### ***Ohio Master Gardener Volunteer Mission:***

Ohio Master Gardeners are Ohio State University Extension trained volunteers empowered to educate others with timely, research-based gardening information.

### **Our initiatives:**

Integrated pest management  
Invasive species  
Backyard and local foods  
Environmental horticulture