

Tillamook County Master Gardener's Association

Procedures

2.16

Subject: Special Projects

Purpose: To describe the process for approving, completing and reporting on special projects

TCMGA's responsibility to educate the gardening public on sustainable horticulture includes taking on special projects at the request of members of the public representing nonprofit organizations. The projects must:

- Be proposed by nonprofit organizations only. Commercial and for-profit entities and private individuals are not eligible
 - Contain a major educational component
 - Be of a size and complexity that can be easily completed by TCMGA volunteers.
 - Be able to be completed within a reasonable amount of time.
 - Have no cost impact to TCMGA
 - Be short-term (six months or less) or mid-term (up to a year). Anything longer than that will be treated as a new program/partnership
 -
1. A request from an eligible organization should be routed to the Vice President and the Past President, who will provide either a hard copy or an email copy of the application. They will assist the requester with completing the application and ensure the organization understands the requirements listed above.
 2. Find a willing TCMGA member who will assess the request (i.e. go to the site and decide if we should do this or not) and act as project leader.
 3. Present the project to the next Board meeting and to the Extension Office for approval or rejection.
 4. If approved, Project Leader puts together a team and maintains contact with the requesting organization. Project Leader updates the Vice President and Past President on progress, oversees project completion and submits a final report to the board, using the form attached.
 5. The application and final report are filed in the Special Projects Notebook kept in the Extension Office.

Tillamook County Master Gardener's Association

Procedures