

## **PROPOSAL PROCESS FOR SANCTIONED PROJECTS**

### **Washington County Master Gardeners**

#### **Proposal Process:**

- The **Project Proposal Request Form** is to be submitted to the Project Proposal Review Committee (PPRC) through the Washington County Extension Office.
- In a timely manner, the PPRC will review the Project Agreement and make a recommendation to the Executive Committee by the next Executive meeting.
- Upon acceptance of the Project Agreement, the WCMG Executive Committee will schedule a time with the chairperson to describe the project before the general membership. A vote by the membership will be taken. If the proposal is approved, it will become a Washington County Master Gardener Sanctioned Project.
- Site visits by the PPRC shall be done as requested, as needed, or if concerns or problems come to the committee's attention.

#### **As a Sanctioned Project:**

- The chairperson shall keep a copy of the approved **Sanctioned Project Proposal** and **Project Agreement** and provide a copy of each to the Site Manager. A copy of each will be kept at the Extension Office.
- It is recommended pictures be taken throughout the process of working on the project to include the site at various stages and to include the volunteers.
- At the end of the year, the chairperson for the project shall submit an **Annual Sanctioned Project Report** form to the Executive Committee.
- At the end of each year, the chairperson for the project shall review the current **Sanctioned Project Agreement** and update as needed.

#### **Termination of a Project:**

- If it does not meet criteria for a Sanctioned Master Gardener Project.
- If a chairperson is not available and no replacement can be found.
- If there are not enough Master Gardeners to work on the project.
- If the site manager does not want the Master Gardeners on site.

If there is not enough funding the PPRC will make a recommendation to the Executive Committee for a course of action. If termination is recommended, a vote by the general membership will be taken.