

Local Unit EX Number \_\_\_\_\_

**Appendix G. Sample Initial Survey of Local MG Program Management**

# **SURVEY OF LOCAL MG PROGRAM MANAGEMENT**

*Local MG Coordinator:*

*Please complete the following assessment questions to the best of your knowledge. Please check all appropriate responses if more than one applies to your specific situation. Thank you!*

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I am a

- \_\_\_\_\_ volunteer coordinator
- \_\_\_\_\_ locally funded technician (or equivalent) coordinator
- \_\_\_\_\_ locally funded Extension agent coordinator

I have been with VCE(total time with VCE regardless of title)

- \_\_\_\_\_ less than 2 years
- \_\_\_\_\_ 2-5 years
- \_\_\_\_\_ greater than 5 years

As the local coordinator, are you evaluated/reviewed by local MGs, Agents, Unit Directors, or District Directors? (If yes, circle all who evaluate.) \_\_\_\_\_ yes \_\_\_\_\_ no

If so, how?

- \_\_\_\_\_ personal, face-to-face interviews
- \_\_\_\_\_ written surveys
- \_\_\_\_\_ telephone interviews
- \_\_\_\_\_ other (please specify) \_\_\_\_\_

How frequently?

- \_\_\_\_\_ quarterly
- \_\_\_\_\_ annually
- \_\_\_\_\_ bi-annually
- \_\_\_\_\_ other (please specify) \_\_\_\_\_

Who is your immediate supervisor?

- \_\_\_\_\_ Extension agent
  - \_\_\_\_\_ Environmental Horticulture
  - \_\_\_\_\_ 4-H
  - \_\_\_\_\_ FCS
- \_\_\_\_\_ District Director
- \_\_\_\_\_ Committee (comprised of \_\_\_\_\_)
- \_\_\_\_\_ other (please specify) \_\_\_\_\_

Who are you directly responsible to?

- Extension agent
- Environmental Horticulture
- 4-H
- FCS
- District Director
- Committee (comprised of \_\_\_\_\_)
- other (please specify) \_\_\_\_\_

Who do you go to for solving problems or answering to questions?

- Extension agent
- Environmental Horticulture
- 4-H
- FCS
- District Director
- Committee (comprised of \_\_\_\_\_)
- State Master Gardener Coordinator
- Extension Specialist, Environmental Horticulture
- other (please specify) \_\_\_\_\_

What is your role in program development and implementation?

What additional training do you need to do your job as the local MG coordinator?

- conflict resolution
- motivation and volunteer job placement
- communication with VCE paid staff
- other (please specify) \_\_\_\_\_

How are written job descriptions used locally?

- in advertising volunteer opportunities in the VCE MG program
- in selecting MG trainees
- in reviewing MG volunteers
- other (please specify) \_\_\_\_\_

How are MG jobs determined in your unit program?

- agent's request based on POW
- committee
- get written request from MG (i.e., project proposal form)
- local MG association determines jobs
- other (please specify) \_\_\_\_\_

How are volunteer jobs currently assigned to MG volunteers?

- advertise opportunities in the local MG newsletter
- ask specific people
- annual interest survey of MG volunteers; MG picks own job
- wait for someone to ask for something to do

Are written job descriptions used in your unit program?

yes  no

If so, who writes them?

How do you recruit new MG volunteers?

- newspaper add
- TV spot
- press release
- fliers
- word of mouth
- other (please specify) \_\_\_\_\_

Do you delegate recruitment responsibilities?

yes  no

If so, to whom?

Does your unit program do any/all of the following

- recruit minority trainees
- review completed applications to select most qualified
- interview most qualified applicants
- invite most qualified interviewees to sign volunteer contract
- send letter to "non-trainees" for next year's program
- accept all applicants

How do you determine how many trainees will be recruited?

Who is sought as MG training instructors?

- VCE agents
- VCE specialists
- veteran MGs
- industry professionals
- community college instructors
- other (please specify) \_\_\_\_\_

Who sets up initial MG training in your unit program?

- local coordinator
- delegated
- If delegated, to whom?

Who maintains class roles/attendance during training?

Which of the following are part of your local training program?

- orientation training prior to classes
- orientation during class session
- temporary nametags for trainees
- ice breaker activities/activities for trainees to get to know each other
- coffee breaks for social interaction
- field trips
- hands-on activities or “labs”
- speaker evaluations
- overall training program evaluations
- assignments to trainees (i.e., “homework”)
- open book final exams
- one final exam
- quarterly exams
- weekly quizzes
- preparation training for internship, including discussion of time sheets, volunteer job placement, responsibilities, and supervisor
- graduation festivities
- “Intern” certificates
- issuance of VCE “Intern” nametag
  - during training
  - after successfully passing examination
  - at graduation

Who determines whether or not to conduct MG training?

- local coordinator
- local association
- local Extension agents

How is it determined whether or not to conduct MG training?

- planning meeting between local agents, local coordinator, and MGs
- it is an annual event (we always conduct once a year)

How are MGs formally recognized for the work that they do?

- "Intern" certificate after completion of training
- certificate at completion of 50 hours of internship
- hourly milestones set by the state
- Volunteer of the Month program
- annual banquet
- annual thank you letter
- Other (please specify)\_\_\_\_\_

- We use informal recognition
  - impromptu thank you notes
  - coffee or lunch treat
  - other (please specify)\_\_\_\_\_

Does your unit program conduct volunteer reviews/evaluations?

yes  no

If so, what is the goal of the evaluation process?

What is covered during the evaluation?

- overall MG program
- skills of the local MG coordinator
- projects/ activities of MG volunteers
- individual MG performance

What methods are used to conduct evaluations?

- personal, face-to-face interviews
- written surveys
- telephone interviews
- other (please specify)

How is MG money handled?

- MG checking account
- funneled through a local club account
- no account
- MG association account
- other (please specify)\_\_\_\_\_

How are MG-related expenses currently met?

- fund raisers, such as plant sales
- in-kind resource development
- monetary contributions (please explain\_\_\_\_\_)
- association dues
- event fees (i.e., charge a registration fee, etc.)
- apply for grants
- other (please specify)

How are MG accomplishments and activities promoted to the public?

- word of mouth
- Extension newsletter
- press releases
- Internet site
- MG-paid newspaper advertisement
- free newspaper advertisement
- MG-paid public access advertisement
- free public access advertisement
- local MG column in newspaper
- included in VCE press releases and annual reports
- annual reports to county Board of Supervisors or other officials
- other (please specify)\_\_\_\_\_

How are MG accomplishments reported to the local VCE office for inclusion in annual reports?

- time sheets submitted by individuals
- event summaries
- word of mouth
- communication between local coordinator and/or other MG with local agents at reporting time
- we currently do not have a means of doing this

How are volunteers “renewed” (annual intent to volunteer 20 hours and seek 8 hours of recertification training)?

- letter of intent or recertification
- contract
- informal discussion
- is part of the evaluation process
- no formal process -- whoever sticks around is considered an active MG
- other (please specify)

Which agents in the local Extension office work with MG volunteers?

- Environmental Horticulture
- 4-H
- FCS
- other (please specify)

What records do you keep?

- archival information
- time sheets
- application
- contract
- other (please specify) \_\_\_\_\_

Have you or someone in the local program ever dismissed a volunteer? \_\_\_\_ yes \_\_\_\_ no  
If yes, how was it handled?

Are inactive volunteers purged from the local roster? \_\_\_\_ yes \_\_\_\_ no  
If yes, how?

What resources do you or people in your unit program currently use?

- VCE's WWW pages
- listservs supported by OEH
- The Virginia Gardener* information -- radio spots/press releases/newsletter
- video, slides available through OEH
- VCE publications
- other (please specify)

What additional resources would you like to see available from OEH?

Any other comments:

*Thank you for completing this survey! Your confidential responses are very important in our efforts to assist the valuable job that you perform!*