

Appendix H. Cover letter for the initial Survey of Local Master Gardener Program Management



Virginia Cooperative Extension

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MEMORANDUM

TO: All Local Master Gardener Coordinators
FROM: Sheri Dorn, State Master Gardener Coordinator
RE: Survey of Local MG Program Management

Please complete the attached Survey of Local MG Program Management as a part of MG coordinator training. This survey is the basis for a research project that will document the current management practices for local MG programs. Additionally, it will provide insight as to additional training and materials that will assist with the management of local MG programs.

This project will entail two additional surveys. In approximately three months, you will be asked to complete an evaluation of the *VCE Master Gardener Coordinator Manual*. Again in the fall, you will be given a second survey of local MG program management as a follow up to the work conducted this spring. These surveys will be mailed to you for your completion.

All information that you provide on this and any subsequent survey is confidential. You are not asked to sign your name to the survey. The Extension unit number of the program that you represent is required only for adequate analysis of the results. If your term as local coordinator expires before the remaining surveys are conducted, the incoming local coordinator will be asked to complete the surveys (hence, it is extremely important to pass along the coordinator materials that are provided to you).

Answers indicated on the surveys should be as honest and truthful as possible. This survey is like a camera taking a snapshot in time of the current management practices of local MG programs. The answers that you provide will help our office to better assist you in the valuable jobs that you do as local MG coordinators.

If you have any questions or concerns, please contact me via telephone (540-231-2714) or E-mail (sheri.dorn@vt.edu).

Thank you for your assistance!

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