

Appendix I. Survey of Local MG Management Initial Free Response Data

QUESTION 3.3.2.4

003 n/c
013 n/c
019 n/c
037 n/c
059 I do get informal feedback from our group. Definitely no true evaluation.
061 n/c
067 n/c
075 n/c
083 n/c
085 n/c
087 faculty review process
089 n/c
093 n/c
095 n/c
103 n/c
115 n/c
119 n/c
121 n/c
141 n/c
149 n/c
153 evaluation against written goals.
161 n/c
163 n/c
171 n/c
179 n/c
191 n/c
195 n/c
550 n/c
590 n/c
650 n/c
680 n/c
700 n/c
710 n/c
810 faculty report system
073 n/c
107 n/c

QUESTION 3.3.3.4

003 n/c
013 n/c
019 every time the executive committee meets (monthly)
037 n/c
059 n/c
061 n/c
067 n/c
075 n/c
083 n/c
085 n/c
087 n/c
089 n/c
093 n/c
095 approximately monthly meetings
103 n/c

115	n/c
119	n/c
121	n/c
141	n/c
149	n/c
153	with mid-year "check-up"
161	n/c
163	n/c
171	n/c
179	n/c
191	n/c
195	n/c
550	n/c
590	n/c
650	as needed
680	n/c
700	n/c
710	n/c
810	n/c
073	n/c
107	n/c

QUESTION 4.7

003	n/c
013	n/c
019	local MG executive committee
037	n/c
059	n/c
061	n/c
067	n/c
075	n/c
083	n/c
085	volunteers
087	n/c
089	n/c
093	n/c
095	n/c
103	n/c
115	n/c
119	n/c
121	n/c
141	n/c
149	n/c
153	n/c
161	n/c
163	n/c
171	n/c
179	n/c
191	n/c
195	n/c
550	n/c
590	n/c
650	n/c
680	n/c
700	n/c
710	n/c
810	city manager

073 n/c
107 unit coordinator (ANR)

QUESTION 5.7

003 n/c
013 n/c
019 local MG executive committee
037 n/c
059 n/c
061 n/c
067 n/c
075 n/c
083 n/c
085 office secretary
087 n/c
089 n/c
093 n/c
095 n/c
103 n/c
115 n/c
119 n/c
121 n/c
141 n/c
149 n/c
153 n/c
161 unit coordinator
163 n/c
171 n/c
179 n/c
191 n/c
195 n/c
550 n/c
590 n/c
650 n/c
680 n/c
700 n/c
710 n/c
810 city manager
073 n/c
107 unit coordinator (ANR)

QUESTION 6.6

003 n/c
013 n/c
019 n/c
037 n/c
059 n/c
061 n/c
067 executive board
075 local committee coordinators
083 n/c
085 local MG association
087 n/c
089 n/c
093 n/c
095 local board of elected members

103	n/c
115	n/c
119	n/c
121	n/c
141	n/c
149	n/c
153	n/c
161	n/c
163	n/c
171	n/c
179	n/c
191	n/c
195	Master Gardeners
550	n/c
590	n/c
650	n/c
680	HCMGA executive board
700	n/c
710	n/c
810	V.B. Master Gardeners Association
073	n/c
107	n/c

QUESTION 6.9

003	Unit director
013	n/c
019	n/c
037	n/c
059	n/c
061	n/c
067	n/c
075	n/c
083	Master Gardeners
085	Secretaries office
087	n/c
089	n/c
093	n/c
095	n/c
103	n/c
115	n/c
119	n/c
121	President of MG Association
141	n/c
149	n/c
153	Regional Water Quality Agent, local WQ tech
161	Dr. Eric Day, Diane Reeves
163	n/c
171	n/c
179	n/c
191	n/c
195	n/c
550	committee and extension office
590	other MGs
650	n/c
680	n/c
700	n/c

710 n/c
810 n/c
073 n/c
107 Programmatic-other Env. Hort agents, then Sheri, Diane, et al.; Other administrative-Unit Coordinator; Technical-Specialists, other agents, other state extension programs

QUESTION 8.4

003 n/c
013 n/c
019 dealing with the controlling tendencies of bureaucrats
037 directives for job (manual should help!)
059 periodic updates and exchange of ideas with other coordinators
061 n/c
067 n/c
075 n/c
083 n/c
085 set up advances training
087 n/c
089 n/c
093 n/c
095 computer skills
103 n/c
115 n/c
119 n/c
121 n/c
141 n/c
149 n/c
153 n/c
161 computer skills, public speaking, info on standards of learning.
163 n/c
171 n/c
179 n/c
191 n/c
195 n/c
550 n/c
590 n/c
650 n/c
680 n/c
700 n/c
710 n/c
810 n/c
073 paid VCE staff in area
107 managerial stuff- delegation of responsibility, designing position descriptions/activities that fit the group you have. Recruiting volunteers fr targeted needs, etc.

QUESTION 9.4

003 to recruit for programs
013 not used
019 n/c
037 n/c
059 included with registration and volunteer agreement
061 n/c
067 n/c
075 n/c

083 MGs in need of hours
 085 tax codes
 087 n/c
 089 n/c
 093 n/c
 095 n/c
 103 n/c
 115 orientation new MG
 119 n/c
 121 n/c
 141 n/c
 149 n/c
 153 educating MGs on what's required in each volunteer opportunity
 161 Given out to team members at beginning of year so they know what is expected. Plants have them in a book later so new trainees can choose.
 163 program review
 171 I'm going home and work on developing job descriptions
 179 n/c
 191 n/c
 195 n/c
 550 n/c
 590 no written job descriptions at this time.
 650 not in place at this time.
 680 n/c
 700 n/c
 710 n/c
 810 evaluation
 073 rarely used
 107 n/c

QUESTION 10.5

003 n/c
 013 n/c
 019 n/c
 037 n/c
 059 n/c
 061 n/c
 067 n/c
 075 n/c
 083 n/c
 085 I appoint people
 087 n/c
 089 n/c
 093 n/c
 095 n/c
 103 n/c
 115 n/c
 119 n/c
 121 n/c
 141 as needed
 149 n/c
 153 giving in to requests for help from the community
 161 requests from public and groups
 163 a random mix of the above, plus direct approach from public
 171 n/c
 179 MG sign on to existing projects

191 community needs/coordinator
 195 n/c
 550 n/c
 590 coordinator prompts and hints
 650 based on local need
 680 n/c
 700 as requests come to Extension office and projects develop
 710 n/c
 810 n/c
 073 n/c
 107 based on programs adopted from available menu (mainly extension's) that meet the perceived needs and stated desires of the local audience.

QUESTION 12.2

003 N/C
 013 N/C
 019 N/C
 037 N/C
 059 program coordinator
 061 most are taken or based on description in MG handbook
 067 N/C
 075 Written by incumbent for first year based on VCE publication. Job description expanded as necessary.
 083 for comm. Heads
 085 assoc.
 087 We do not have formal job description but we do have written criteria for acceptance in to the MG program as a trainee. I wrote these criteria with input from the training comm.
 089 MG who develop project/program
 093 N/C
 095 N/C
 103 N/C
 115 N/C
 119 N/C
 121 agent
 141 N/C
 149 N/C
 153 me, reviewed by agents
 161 committee with my approval
 163 we used these only marginally and only for 3-4 of our programs
 171 N/C
 179 utilize examples from MG handbook
 191 I wrote the initial descriptions and have asked team coordinators to help refine them
 195 a committee
 550 N/C
 590 N/C
 650 N/C
 680 N/C
 700 being discussed
 710 N/C
 810 I do with MG assoc.
 073 N/C
 107 some already written in manuals. Others designed by appropriate functional "team" in local association

QUESTION 13.6

003 n/c

013 n/c
 019 n/c
 037 n/c
 059 n/c
 061 must come in for interview
 067 n/c
 075 n/c
 083 posters
 085 n/c
 087 n/c
 089 n/c
 093 n/c
 095 n/c
 103 n/c
 115 n/c
 119 n/c
 121 n/c
 141 n/c
 149 n/c
 153 brochure
 161 Dear John column, through VWCC and Council of Garden clubs
 163 use other organization's newsletters
 171 n/c
 179 n/c
 191 posters, waiting list
 195 n/c
 550 n/c
 590 sign up sheets at all our public events
 650 n/c
 680 n/c
 700 newspaper articles
 710 n/c
 810 n/c
 073 n/c
 107 fairs, festivals, programs (all of our public programs) through Homeowner's Association also.

QUESTION 14.2

003 N/C
 013 publicity committee
 019 N/C
 037 exec. Committee and training committee
 059 membership chairman
 061 MGs conduct interviews
 067 N/C
 075 there is a rec. educ. coordinator with resp. to a committee and the unit coordinator.
 083 chairs of committee
 085 VIP
 087 N/C
 089 N/C
 093 N/C
 095 publicity officer
 103 N/C
 115 all MG
 119 N/C
 121 MG assoc.
 141 N/C

149 All three coordinators work together with help from association publicity chair and MGs or interns interested in assisting.
 153 N/C
 161 training committee
 163 Some of this is done, but not in a formal way and then its done with phone calls around to members of the association.
 171 MG members
 179 N/C
 191 I'm trying too, but so far no one is interested!
 195 N/C
 550 N/C
 590 To all I can I encourage to enjoy it.
 650 handled locally and regionally
 680 training committee
 700 probably will be given to MG committee this summer
 710 N/C
 810 shared with MG assoc. Leadership
 073 N/C
 107 MG "team leaders" in the assoc. To select individual Mgs

QUESTION 15.6

003 n/c
 013 n/c
 019 n/c
 037 n/c
 059 n/c
 061 Our newspaper advertisements strictly mention the interview and volunteer work. This has greatly reduced the number of applicants.
 067 sometimes, if space is available.
 075 n/c
 083 n/c
 085 n/c
 087 n/c
 089 n/c
 093 n/c
 095 n/c
 103 n/c
 115 n/c
 119 n/c
 121 n/c
 141 n/c
 149 n/c
 153 n/c
 161 n/c
 163 n/c
 171 n/c
 179 n/c
 191 n/c
 195 n/c
 550 n/c
 590 n/c
 650 n/c
 680 n/c
 700 n/c
 710 n/c
 810 n/c
 073 n/c
 107 n/c

QUESTION 16

003 training room size
013 room size and cost of running program
019 not a problem
037 ?
059 availability of seats in the classroom
061 size of room, number of jobs needed to be done
067 projects available, classroom space
075 educational space is a major consideration
083 We can only house about 20 in our office for training sessions so this puts a limit on "class size."
085 room size; vol. Hours available
087 according to the number of volunteer opportunities available
089 right now it's based on applicant interest
093 no specific limits
095 class size limited to 25
103 we set a limit of 15-usually get 12
115 usually have quota since we use other counties for training and this fits our applications
119 available space
121 job descriptions and volunteers needed.
141 n/c
149 so far have been able to accept all suitable applicants. Facilities limit class size to 10 or 12.
153 discussions with agents about work that needs to be done to attain program goals.
161 the more trainees, the more jobs we can do. Never too many so far.
163 Our steering committee sets upper and lower limits based on 1. Our energies, 2. Classroom size, 3. How many new MG we need just to sustain ourselves.
171 enough students to justify putting the school together and consider how many hours are needed for programs in place
179 size of classroom facilities
191 size of facility (we have plenty of jobs!)
195 so far have taken all
550 training committee
590 we hope to have 15-20 come in-size of room/energy available to teach class
650 by space available
680 n/c
700 number of seats/space available
710 size of class we can accommodate
810 in conjunction with the association we determine the number that we can provide quality training
073 space available
107 we limit class/team size to 25

QUESTION 17.6

003 n/c
013 n/c
019 do not do training - cooperate with other assoc.
037 n/c
059 n/c
061 n/c
067 n/c
075 retired horticulture expertise
083 n/c
085 ag agents
087 n/c
089 n/c
093 anyone
095 n/c

103	n/c
115	n/c
119	n/c
121	n/c
141	n/a (written in)
149	long term (local) hobbyists
153	n/c
161	myself
163	local college profs
171	n/c
179	n/c
191	n/c
195	n/c
550	n/c
590	college profs
650	n/c
680	n/c
700	univ. Prof
710	n/c
810	n/c
073	other state agencies employees
107	most qualified individuals available for topic at hand

QUESTION 18.3

003	n/c
013	training committee
019	n/c
037	training committee
059	n/c
061	n/c
067	n/c
075	rec./training coordinator
083	n/c
085	n/c
087	MG training comm (part of local assoc.)
089	n/c
093	Beverly Brown
095	class supervisor
103	n/c
115	MG willing and good at organizing and dependable
119	n/c
121	MG assoc.
141	N/A (written in)
149	n/c
153	n/c
161	training committee. I am ultimately responsible
163	n/c
171	a capable MG veteran
179	n/c
191	n/c
195	n/c
550	training committee
590	n/c
650	regional committee
680	n/c
700	n/c

710 training coordinator
810 MG education committee
073 n/c
107 training/recruitment team

QUESTION 19

003 I do
013 training committee
019 no answer/does not apply
037 MG class leader
059 membership chairperson
061 sign in sheet
067 coordinator
075 recruitment training coordinator
083 we use sign in sheets; coordinator
085 office sec./local coordinator
087 training committee members
089 coordinator
093 Beverly Brown
095 class supervisor
103 coordinator
115 N/A don't have management responsibility since other county in charge
119 class facilitators
121 MG assoc. Facilitator
141 N/A (written in)
149 daily host (an MG "in charge" for the day). If schedule isn't filled, coordinators fill in
153 local coordinator
161 me
163 volunteer coordinator
171 MG veteran
179 class coordinator
191 sign in sheet at each class turned in to coordinator
195 coordinator
550 training committee
590 local coordinator
650 delegated to committee
680 training committee
700 training class coordinator
710 training coordinator
810 training registrar
073 class coordinator
107 training/hospitality team

QUESTION 23.1.7

003 N/C
013 N/C
019 at meetings and social events
037 N/C
059 N/C
061 we need to do a better job locally
067 N/C
075 N/C
083 media coverage
085 MG college

087 N/C
 089 annual picnic
 093 N/C
 095 N/C
 103 N/C
 115 newsletter tanks, newspaper coverage, reports to board sup.
 119 N/C
 121 N/C
 141 N/C
 149 individual "pats" in newsletter and association meetings
 153 county does volunteer recognition
 161 Vol. Appreciation week - I ry to do personal notes to extra special folks
 163 newsletter
 171 MG nametag upon completion of 50 hrs volunteer service
 179 100 hour seal developed and awarded
 191 as earned
 195 N/C
 550 N/C
 590 newsletter write-ups
 650 N/C
 680 N/C
 700 newsletter
 710 N/C
 810 newsletter personal thank you
 073 Ext. Volunteer event
 107 some recognition is related to specific projects, participate in county wide volunteer recognition programs, also at annual ELC event

QUESTION 23.2.4

003 N/C
 013 N/C
 019 N/C
 037 N/C
 059 congratulations in newsletter
 061 N/C
 067 N/C
 075 N/C
 083 N/C
 085 N/C
 087 N/C
 089 N/C
 093 N/C
 095 N/C
 103 N/C
 115 thanks at meetings
 119 N/C
 121 N/C
 141 N/C
 149 N/C
 153 I've lost all records of hours contributed so we've started doing some recognition at MG/Intern graduations
 161 Christmas party, summer picnic, kudos in newsletter and praise in association meeting
 163 N/C
 171 N/C
 179 N/C
 191 whenever possible
 195 N/C

550 N/C
590 N/C
650 N/C
680 N/C
700 N/C
710 N/C
810 city provides gifts
073 N/C
107 notes in newsletter, recognition at events, special field trips, etc.

QUESTION 24.1.2

003 N/C
013 N/C
019 N/C
037 N/C
059 I evaluate specific program areas as needed. I.E. last year plant clinics, this year what resources are needed at the clinic, next year interest survey, etc.
061 informally
067 N/C
075 informal evaluation of the overall program by administrative coordinators and agent
083 informally
085 N/C
087 Our evaluations are informal. If a volunteer has trouble with an assignment, we attempt to correct the specific problem sh/he is having (more support, another volunteer to help, etc.) and/or reassign that person to another task. This has never been a big issue for us - we simply haven't needed to formalize the evaluation process.
089 N/C
093 N/C
095 N/C
103 N/C
115 N/C
119 N/C
121 N/C
141 N/C
149 N/C
153 N/C
161 not formally yet. I've been doing this as needed and shifting people into better jobs if needed or praising if needed.
163 N/C
171 N/C
179 N/C
191 N/C
195 N/C
550 N/C
590 N/C
650 N/C
680 N/C
700 N/C
710 N/C
810 1. Is person doing job?
2. Are MGs getting support to do their jobs?
073 N/C
107 N/C

QUESTION 24.3.4

003 N/C

013 N/C
019 N/C
037 N/C
059 N/C
061 N/C
067 N/C
075 N/C
083 N/C
085 N/C
087 N/C
089 N/C
093 N/C
095 N/C
103 N/C
115 N/C
119 N/C
121 N/C
141 N/C
149 N/C
153 N/C
161 N/C
163 N/C
171 N/C
179 N/C
191 N/C
195 N/C
550 N/C
590 N/C
650 N/C
680 N/C
700 N/C
710 N/C
810 N/C
073 N/C
107 N/C

by their reports they turn in to me or newsletter. I always try to make a point of passing on "good gossip praise" I've heard from fellow MGs to let them know others appreciate them.

QUESTION 25.5

003 N/C
013 N/C
019 N/C
037 N/C
059 N/C
061 N/C
067 N/C
075 N/C
083 N/C
085 N/C
087 N/C
089 N/C
093 N/C
095 N/C
103 N/C
115 N/C
119 N/C

MG association account for association business only. MG account maintained by Henrico County Government for interns association with programming.

121	N/C
141	county budget
149	N/C
153	(ENR) unit account for tuition fees in, speaker fees out; county account which pays for trainees' books
161	the class fee is put into VCE account and I draw from it to pay for books. Have a few dollars per person padded in for refreshments after classes done in exam review.
163	N/C
171	N/C
179	N/C
191	N/C
195	N/C
550	N/C
590	N/C
650	N/C
680	N/C
700	N/C
710	N/C
810	N/C
073	N/C
107	N/C

QUESTION 26.3

003	n/c
013	n/c
019	n/c
037	n/c
059	n/c
061	n/c
067	n/c
075	corporate matching fund
083	gift certificates
085	tax exempt
087	speaking engagements
089	n/c
093	n/c
095	n/c
103	n/c
115	n/c
119	n/c
121	n/c
141	n/c
149	speaker honorarium
153	n/c
161	speaker's bureau
163	n/c
171	n/c
179	n/c
191	n/c
195	n/c
550	n/c
590	n/c
650	n/c
680	n/c
700	speaker honorarium
710	n/c
810	speaker's bureau

073 n/c
107 donations (some selected)

QUESTION 26.7

003 N/C
013 N/C
019 N/C
037 N/C
059 N/C
061 N/C
067 N/C
075 N/C
083 N/C
085 N/C
087 N/C
089 N/C
093 N/C
095 N/C
103 N/C
115 N/C
119 N/C
121 N/C
141 county budget
149 N/C
153 county money used for MG coordinator
161 donations of plants, etc. for specific clinics
163 gifts from local groups, such as garden clubs; speaker "fees"
171 N/C
179 N/C
191 N/C
195 N/C
550 N/C
590 N/C
650 N/C
680 N/C
700 N/C
710 N/C
810 N/C
073 N/C
107 N/C

QUESTION 27.12

003 N/C
013 N/C
019 N/C
037 N/C
059 this is a problem area for us
061 N/C
067 N/C
075 N/C
083 radio
085 N/C
087 N/C
089 local MG newsletter (biannual)

093	N/C
095	N/C
103	N/C
115	N/C
119	N/C
121	N/C
141	N/C
149	N/C
153	getting papers to cover MG events
161	fliers we developed, announcements and greenline answering machine - publication rack fliers, posters
163	posters around community
171	N/C
179	N/C
191	TV interviews, local brochures, speaking to civic groups
195	N/C
550	N/C
590	N/C
650	N/C
680	N/C
700	MG newsletter
710	N/C
810	quarterly reports to local officials, ELC breakfast for local officials and legislators
073	N/C
107	though brochures/posters, etc. at local nurseries, libraries, parks, farmers markets, etc.

QUESTION 29.6

003	N/C
013	N/C
019	N/C
037	time sheets and interest
059	N/C
061	annual \$5 fee - fill out and mail in application in monthly newsletter
067	N/C
075	N/C
083	N/C
085	time sheets
087	N/C
089	based on required 20/8 hours required for certification each year
093	N/C
095	N/C
103	N/C
115	N/C
119	N/C
121	annual dues paid
141	N/C
149	sometimes we query them personally
153	N/C
161	N/C
163	we have used a form in the past, but not used one recently
171	N/C
179	evaluation of time sheets, annually
191	by paying membership dues and returning renewal form
195	N/C
550	N/C
590	membership in local MG association
650	N/C

680 N/C
700 N/C
710 N/C
810 through newsletter
073 N/C
107 we track everything continuing volunteer and education commitment; we also actively try to help volunteers find an appropriate “fit” or outlet for their efforts

QUESTION 30.4

003 FNEP, SCNEP
013 N/C
019 N/C
037 N/C
059 N/C
061 N/C
067 N/C
075 N/C
083 unit agent
085 N/C
087 N/C
089 N/C
093 ag agent
095 N/C
103 N/C
115 N/C
119 N/C
121 N/C
141 N/C
149 regional IPM
153 regional WQ agent & WQ tech
161 N/C
163 N/C
171 ag agent is our “mentor”
179 N/C
191 farm/ag
195 N/C
550 N/C
590 N/C
650 N/C
680 N/C
700 SCNEP technicians
710 N/C
810 N/C
073 N/C
107 N/C

QUESTION 31.5

003 N/C
013 N/C
019 N/C
037 tests
059 N/C
061 N/C
067 N/C

075 N/C
 083 N/C
 085 summary of projects
 087 N/C
 089 volunteer hours time records
 093 N/C
 095 N/C
 103 N/C
 115 N/C
 119 N/C
 121 N/C
 141 N/C
 149 county quarterly reports
 153 intern intentions
 161 newsletters which are great for summaries of activities. Program participation (EEO) sheets for VEMIS, media releases, program reports, and requests
 163 "class" records - who taught for us, exam copy, handouts etc.
 171 N/C
 179 N/C
 191 interest, skills, talents
 195 N/C
 550 N/C
 590 records of each class (instructors, outline, handouts)
 650 N/C
 680 N/C
 700 activity forms
 710 N/C
 810 N/C
 073 N/C
 107 news clippings, MG authored publications, correspondences, program rosters, demo gaidern data, awards, reports, photos/scrapbooks, customized program manuals, etc.

QUESTION 32.2

003 N/C
 013 N/C
 019 N/C
 037 N/C
 059 1. Warning letter, 2. No invitation for annual renewal
 061 N/C
 067 N/C
 075 N/C
 083 (haven't done it) but the need to do so is there in order to keep a healthy active program
 085 200 dumped last year
 087 N/C
 089 personal by coordinator
 093 N/C
 095 N/C
 103 N/C
 115 N/C
 119 N/C
 121 N/C
 141 N/C
 149 no, but had to counsel several times; done by 2 coordinators, written evaluations given also concerning problems; agent observed at each step
 153 N/C
 161 worse thing I've done, but I was firm, had documentation, and they know they had done wrong

163 N/C
 171 they are eventually sent a letter of intent
 179 annual mail list update
 191 N/C
 195 N/C
 550 N/A
 590 removal from mailing list; we also had formal resignations
 650 sent them letters, if no response considered inactive
 680 N/C
 700 agent in past years
 710 N/C
 810 document problem in writing with a warning, met with person and fried them
 073 (no) but should have
 107 N/C

QUESTION 33.3

003 N/C
 013 N/C
 019 N/A
 037 annually by time sheets and contract
 059 updated (roster) each year
 061 annual renewal form in newsletter
 067 by consent between association and the individual
 075 N/C
 083 only the individuals who no longer have any interest
 085 no hours reported for last five years - postcard and letter
 087 deleted from computerized database - they no longer receive MG program mailings
 089 taken off active MG list, no longer notified of meetings
 093 N/C
 095 yearly, based on paying annual dues of \$10
 103 n/a (no answer through 33.1 = yes)
 115 contact by phone if insufficient hours, if no response in hours or interest
 119 if they do not attend meetings, no volunteering, no dues
 121 if they pay dues, they are NOT purged
 141 N/C
 149 after their request, after no participation in any way
 153 moved to inactive MG list
 161 not if they have asked for inactive status. They're denoted inactive and get a letter of such. People that just drift off or don't meet minimum are axed.
 163 about once a year
 171 N/C
 179 N/C
 191 N/C
 195 N/C
 550 N/C
 590 N/C
 650 N/C
 680 N/A
 700 some key individuals are kept on list
 710 removed from roster after discussion with volunteer
 810 delete key
 073 recommended for first time this year
 107 based on records. They receive mailings and info but are not forwarded to Blacksburg.

QUESTION 34.6

003 N/C
013 N/C
019 N/C
037 N/C
059 N/C
061 MG library in office
067 N/C
075 N/C
083 4-H
085 local newsletter
087 library of gardening books
089 N/C
093 N/C
095 MG library
103 N/C
115 library at extension office
119 N/C
121 N/C
141 N/C
149 magazines, books, regional VCE agents (IPM), local hobbyists
153 pubs for other states' extension offices, CBP stuff, CBA Bayscapes stuff, journals on land management, pesticides, Water Quality, horticulture periodicals, newspaper articles
161 books we've bought, Dr. Robinson's insect newsletter, classes I teach beyond regular training
163 we have a good reference collection. Books include Cornell materials, standard hort discs, IPM stuff, and we photocopy from many sources and file these with our VCE publications
171 N/C
179 N/C
191 N/C
195 N/C
550 N/C
590 we use materials from other state groups; and we also collect articles from magazines, we have a small library
650 N/C
680 N/C
700 other office reference materials
710 N/C
810 other extension programs in neighbor states
073 N/C
107 other state cooperative extension materials, great MG library

QUESTION 35

003 volunteer name tags that say VCE and Master Gardener
013 additional IPM suitable for home owner
019 N/C
037 up-to-date videos/slides, info on working with children
059 more of the same
061 N/C
067 N/C
075 The Goochland/Powhatan MG group is the only now beginning the process of identifying the problem areas, the resources available, the recognition of the group's relationship to VCE paid staff. By the 1998 MG college session, there will be additional resources necessary identified to successfully carry on the local MG program.
083 a list of speakers/instructors, more selection of specific topics on videos (and updated), a complete list of available publications
085 more videos, how to set up advanced training
087 a computer for MG use! And a web page that leads MG thru protocol for finding information (am I dreaming or what?) with links to relevant sites. I.E. 1. Checkee VCE resources first 2. Check other state extension systems nearby. 3. Search state extension systems nationwide 4. Search public garden and arboretum sites, other government sites MAYBE-->5.

Search commercial sites (ortho, etc.)?

089 I need more training courses on computer programs like Excel and exposure to other helpful programs

093 N/C

095 N/C

103 N/C

115 indexed book of Q & A on most asked questions (also on WWW). Month by month list of pest problems to look for.

119 N/C

121 better slide sets - most of these are so outdated they have lost most of their educational value

141 N/C

149 usable slide sets, reviewed and improved video tapes, up-to-date references/advisories from disease lab and insect group - to include warnings of, predictions of, and treatments/cures for on a scheduled or reoccurrence basis

153 WQ steward program/manual completion, help getting PMG online

161 more pubs on perennials and annuals, better slide sets for programs, need pruning and rose info especially, videos to a lesser extent, water garden and fish info, hardscaping info - how to build walls, tree wells, etc.

163 "this would be too long a list for this space"

171 more good books

179 power point presentations prepared, updated slide sets, newer videos for each chapter/topic in the MG handbook

191 guidelines for association officers, more slide sets for educational purposes, generic "Virginia MG" t-shirts and other marketing/fund raising/promotional items

195 N/C

550 N/C

590 see p. 8

650 updated brochures, slides/videos explaining MG program

680 N/C

700 N/C

710 N/C

810 N/C

073 N/C

107 specific pubs on soil improvement and herbaceous plants. More interaction opportunities (other than MG college). In service (similar to agents) for true MG "stars", something rigorous and through, not a survey style program.

QUESTION 36

003 N/C

013 N/C

019 N/C

037 N/C

059 Our local association manages the MG program from a-z, so coordinator and associate president is the same person. Extension Agent supports our efforts and is our official VCE contact.

061 N/C

067 N/C

075 N/C

083 I believe all MG's no matter what status would enjoy a trip to the disease clinic. I also think that an advanced training (Stewart type) program on diseases would benefit everyone.

085 N/C

087 Two of the most immediate needs I see (for our local MGs anyway) are to get the PMG improved-which we are working on-and upgrading volunteers' computer skills. We have conducted an Internet class for MGs here in Henrik; they really enjoyed it, but it was only a start in the right direction. They need ample opportunity to practice these new skills. I can foresee a need to have volunteers capable of answering questions via E-mail (we have some requests now and the volume is growing). Currently the agents are handling these requests, but I don't think it will be too long before it needs to become a routines volunteer assignment - like phone duty.

089 N/C

093 N/C

095 Our organizational structure is based on our bylaws and fundamental needs - proof it, the reading sentence program led to a chair position and the county fair led to a fair chair. We are working with our agent to clarify his role, following the midnight revolt that reduced their roles in MG activities.

103 Working almost entirely with retired individuals, I find it very difficult to regiment them. They are not interested in job

descriptions, plans of work, etc. They just want to know what to do when. Our new class is enthusiastic but I'm afraid I'm losing the older members because they don't like rules and regulations. I have already lost 5 of 25 volunteers.

115 N/C

119 N/C

121 N/C

141 N/C

149 N/C

153 Appreciate the Handbook, slide sets, videos, coordinator training, certificates, web site, question and answer site, specialists accessibility, quick responses and competent motivating leadership.

161 Wish we had money available so MG's didn't have to pay so much to be a volunteer. Free manuals, free college, etc. We're working on it locally but some support from Tech appreciated too. We don't even get to share regular office supplies in some cases. We have to buy our own. We can't even send letters to each other re: meetings to plan etc. unless we buy our own stamps. Our office has really washed their hands of MGs and treat the MGs like a nuisance, rather than a help. Secretaries don't like to give a minute to show you how to use the copier, where stuff is or anything. It's a real struggle for me to give info three times a day(shifts) each day I'm in a offices, do diagnosis, show them over and over where stuff is (the forget in between times if they come in once a month, etc.) And get my work done. Support from our office staff would really help. Needs to come from top. I can't convince them to work with us.

163 With a young organization, a small local population, not much local ability to communicate, we've done fairly well. Our association attempts to make "recertification" opportunities available at our meetings and keeps a list of those close by. We also have to devise many "individual" projects so that all of our class can complete fifty hours for the 1997 class, four interns needed extension of one year time to secomapdoste illness, trips out of the country, etc. This will always be necessary. We do a lot of hand holding encouraging, etc.

171 N/C

179 Excellent job in coordinator handbook,

191 A lot of food for thought here. Would you please send me a copy of this?

195 N/C

550 N/C

590 We teach some classes we make up because the info really isn't in the handbook. Our materials come from other state agencies or professions: IPM, weeds, non-insect pests. We do this because of the questions routinely asked at the office.

650 N/C

680 N/C

700 N/C

710 N/C

810 N/C

073 N/C

107 N/C