

Appendix K. Cover letter sent with the follow-up Survey of Local Master Gardener Program Management



Virginia Cooperative Extension

Office of Environmental Horticulture
Virginia Polytechnic Institute and State University
407 Saunders Hall
Blacksburg VA 24061-0327
Telephone: (540) 231-6254/FAX: (540) 231-3083
sheri.dorn@vt.edu



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 entails two additional surveys in which you may already have participated. Earlier this spring, in conjunction with Master Gardener Coordinator training, you were asked to complete a survey of local MG management. This fall, you were asked to complete an evaluation of the *VCE Master Gardener Coordinator Manual*. This survey is the final part of this three-part project.

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.

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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Appendix L. Reminder postcard sent one week after mailing the follow-up Survey of Local Master Gardener Program Management

	Virginia Cooperative Extension	
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY	November 19, 1998	VIRGINIA STATE UNIVERSITY
<p>Last week, a Survey of Local MG Program Management, printed on yellow paper, was mailed to you.</p>		
<p>If you have already completed and returned the evaluation, please accept our sincere appreciation for doing so. If not, please complete and mail today. Your answers are extremely important to our providing resources and guidance to MG Coordinators.</p>		
<p>If by some chance you did not receive the evaluation form, or it was misplaced, please call me at 540-231-2714 and I will send another one to you today. Thank you!</p>		
<p>Sheri Dorn State Coordinator, Virginia Master Gardener Program</p>		
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Appendix M. Second letter sent in follow up to sending the follow-up Survey of Local Master Gardener Program Management



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sheri.dorn@vt.edu



December 2, 1998

FIELD(first name) FIELD(last name)
FIELD(address)
FIELD(city) FIELD(state) FIELD(zip)

Dear FIELD(first name):

About two weeks ago I sent to you a *Survey of Local Master Gardener Program Management*. As of today, I have not yet received your completed survey form.

Our office has undertaken this survey process to assess current Master Gardener program management practices in order to provide adequate and appropriate support to local coordinators.

I am writing to you again because of the significance of each survey form to the effectiveness of this assessment and ultimately, the future direction of MG management support from the Office of Environmental Horticulture. You were sent the survey form because you are listed as the local Master Gardener coordinator for your area. There are only 45 coordinators in Virginia. In order for the assessment of MG management to be effective, it is essential that each coordinator complete and return his or her survey. **If there is someone more familiar with the material than you, please have them complete the survey and return it to me.**

In the event that your evaluation form has been misplaced, a replacement is enclosed.

Your cooperation is greatly appreciated!

Sincerely,

Sheri Dorn
State Coordinator,
Virginia Master Gardener Program

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Appendix N. Final letter sent in follow up to sending the follow-up Survey of Local Master Gardener Program Management



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sheri.dorn@vt.edu



December 16, 1998

FIELD(first name) **FIELD**(last name)
FIELD(address)
FIELD(city) **FIELD**(state) **FIELD**(zip)

Dear **FIELD**(first name):

I am writing to you about the *Survey of Local MG Program Management*. I have not yet received your completed evaluation form.

The large number of returned evaluations are very encouraging. But the direction of VCE Master Gardener program management from the state level depends upon you and the others who have not yet responded to the survey.

Our office has undertaken this survey process because we need to understand what is currently practiced in the field. We need to know how best to support local Master Gardener coordinators so that VCE MG volunteers have a healthy, positive environment in which they work. We feel that your experiences and comments about Master Gardener program management will produce insightful information that will focus our future work at the state level.

It is for these reasons that I am sending this survey one final time. In case my other correspondence did not reach the person in your unit whose response is needed (the local MG coordinator), a replacement questionnaire is enclosed. May I urge you to complete it and return it as soon as possible.

Your cooperation is greatly appreciated!

Sincerely,

Sheri Dorn
State Coordinator,
Virginia Master Gardener Program

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