

## Appendix O. Survey of Local MG Program Management Follow-Up Free Response Data

### Q. 3.2.4

003  
013  
015  
019 at monthly executive committee meetings  
037  
041  
059  
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085  
087 faculty report process  
089  
093  
095  
103  
105  
107 comments and work plans from unit director are committed to paper  
115  
119  
121 faculty report  
141  
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197  
199 I seek counsel/advice/opinion/approval frequently.  
550  
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650 unknown  
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### Q. 3.3.4

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with U.C., 2 interviews/year, 4 quarterly reports, regular updates; with MGs, evaluate my efforts and theirs after significant milestones and projects.

whenever we (agent and coord) feel a need

monthly

monthly

unknown

Q. 4-6

003  
013  
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MGs

local MG assoc. Board

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Q. 4-7

003  
013  
015 Unit Coordinator  
019  
037 ??  
041  
059  
061  
067  
073  
075 Ext. Agent (advisor) and MG assoc. Exec. Board/membership  
083  
085 none  
087  
089  
093  
095 We are not organized on a "command/control" basis. The local MG president serves as coordinator of record during his/her time in office.  
103  
105  
107 Unit Coordinator, AN  
115  
119 none  
121  
141

149  
153  
161 unit director  
163 steering committee for the classes, 1. Extension agent, 3. Association board for all the rest. (Supervisor is not the right word for the last two since both function as teams of which the coordinator is part.)  
  
171  
173  
179  
185  
191 agriculture agent  
195  
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550  
590  
650  
680 Env. Hort agent, state MG coordinator  
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Q. 5.6

003  
013  
015  
019 MGs  
037  
041  
059 local MG assoc. Board  
061  
067 MG exec committee  
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075  
083  
085  
087  
089  
093  
095 Board of MG and membership  
103  
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710 steering committee  
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Q. 5.7

003  
013  
015 Mg association  
019  
037 ??  
041  
059  
061  
067  
073 I seem to be “on my own” though there is an FCS agent  
075  
083  
085 NONE-listen to agent at orientation  
087  
089  
093  
095  
103  
105  
107 Unit coordinator, ANR  
115  
119 No one  
121  
141  
149  
153  
161 unit director  
163 as in question #4.7  
171  
173  
179  
185  
191 agriculture agent  
195  
197  
199  
550  
590  
650  
680 Env. Hort agent and HCMGA Exec. Board  
700  
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810

Q. 6.6

003  
013  
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019 MGs  
037  
041  
059 local MG assoc. Board  
061  
067 MG exec committee  
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083  
085  
087  
089  
093  
095 board of MGs  
103  
105  
107 MG team leaders  
115  
119  
121 Hort advisory committee  
141  
149  
153  
161  
163 local associations board  
171  
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800 MG executive board  
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Q. 6.9

003 MG volunteers  
013 other MG coordinators  
015 unit coordinator  
019  
037

041 web  
 059  
 061  
 067  
 073  
 075  
 083  
 085  
 087  
 089  
 093  
 095  
 103  
 105  
 107 Unit coordinator  
 115  
 119 local MG group  
 121  
 141  
 149  
 153 other Master Gardeners  
 161  
 163 other volunteer coordinators  
 171  
 173  
 179  
 185  
 191  
 195  
 197  
 199  
 550  
 590  
 650  
 680 past Volunteer coordinators and past president of association  
 700 research  
 710  
 800  
 810

Q. 7

003 (no answer)  
 013 none in development, minor in implementation  
 015 active role to determine needs and interest  
 019 to evaluate if the programs fall within what is considered appropriate for MGs  
 037 make executive board aware of procedures as per VCE manual of procedures/policies  
 041 develop the training program and coordinate volunteer work  
 059 I serve as president of our local MG assoc. As president, oversee various committees, program development ideas come from membership, extension and citizens. Our board decides on appropriate action. I implement our training program and try to delegate the rest.  
 061 I have the primary responsibility.  
 067 resource provider, seek out appropriate MG community involvement member support and challenge, ex officis advisor to exec committee.  
 073 Keeper of hours, approve/disapprove hours and projects, decide wether or not to send trainees to Yorktown or do our own; right we are not conducting classes.  
 075 (no answer)

083 directly responsible for program development and implementation in Halifax county, with approval from Larry McPeters.  
085 I'm a bee that pollinates the different committees.  
087 I have the major responsibility for Env. Hort. Program development and implementation  
089 coordination/on approval team  
093 more as advisor  
095 developing MG goals with cooperators (consulting) with Ext. Agent and implementing them with MG board.  
Coordinator/president role is to recruit volunteers and leaders.  
103 I bring ideas, requests, etc. to the association, see that committees are formed, and ask for updates at monthly meeting  
105  
107 (no answer)  
115 Planning is informal committee census. A am just on of the group  
119 (no answer)  
121 (no answer)  
141 originating programs and implementing some programs  
149 envision, adapt to local needs; explain to and request support from unit director and MG association. Oversee guide  
particulars as needed, evaluation with agents and MGs  
153 I am involved in both Program development: determining what to measure, quantifiable results, processes to educate, collect  
data, MG involvement, reporting, evaluation. Implementation: I create data forms and databases; recruit and train MGs for  
the particular program; market program; coordinate MG activities in support of program; report results; involve MGs in  
other implementation and development.  
161 totally responsible  
163 I solicit, I follow through on suggestions made by others, I form the teams to be the "programs".  
171 developer, facilitator, encourager, letter write, E-mail writer  
173  
179 n/a  
185 coordination planning process completing project planning form including evaluation plan  
191 inspirator, investigator and overseer  
195  
197  
199 see that committee chairs are on track  
550 develop programs based on needs outlined by Chesapeake ELC and citizens; implement these programs in addition to MG  
coordinator.  
590  
650 clarification  
680 guidance, leadership, pick committee chairmen, attend planning committee meetings  
700 direct planning and implementation  
710 oversee design and implementation  
800 planning and coordinating the programs and projects for the unit, supervising implementors  
810 leadership  
710(2) development of my own agent programs; peer and supervisor to MG program; design and implement  
141(2) Judi and I do it from A-Z.  
053 We respond to client requests.

Q. 8.4

003  
013  
015  
019  
037 more specifics on coordinator duties and responsibilities  
041  
059 delegation/quality control/motivation. I currently act as a "manager" for our program. My greatest challenge is to get  
others to accept ownership of the program and develop leadership skills necessary to lead committees.  
061  
067  
073  
075



083 MG coordinator training  
085  
087  
089  
093  
095  
103 As a volunteer coordinator, I still feel neither “fish nor fowl.” There seems to be basic things about Extension programs I’ve never heard of.  
105  
107 vol. org. Development and management, change management, personalities, MBT 1 or personality scoring  
115  
119  
121  
141  
149  
153 grant writing  
161 computer skills  
163 just together time with MG coords in our areas  
171  
173  
179  
185  
191 none at present  
195  
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Q. 9.4

003 Unfortunately, I am having difficulty determining what jobs are currently filled.  
013 not used  
015 do not have job descriptions  
019  
037 not used yet  
041  
059 included in annual registration package  
061  
067  
073  
075  
083  
085  
087  
089 working on this - we aren’t there yet  
093 job placement  
095  
103 they are not used. I can’t get anyone interested in writing them.  
105  
107

115 ignored/very independent people in our county  
119 have not used them  
121  
141  
149  
153  
161  
163 encourage sign ups for new programs  
171 currently writing job descriptions  
173  
179  
185 starting to use in the first three items  
191  
195  
197  
199  
550  
590  
650 working on creating these  
680  
700  
710  
800  
810  
053 "N/A"

Q. 10.5

003  
013  
015 response to homeowners/schools  
019  
037  
041 county needs  
059 jobs are somewhat defined by individual volunteers withing guidelines established by VCE and local boards  
061 established programs  
067  
073  
075  
083  
085  
087  
089  
093  
095  
103 outside requests for help  
105  
107 We manage jointly as agent/coordinator and team leaders from MG association. We review our activities, goals, and needs and try to recruit volunteers to address these issues.  
115  
119  
121  
141  
149 continuing project reviewed annually for approval/disapproval vote  
153  
161  
163 basically I lead the team and the team leaders follow - but many of our programs are "new," reinvented over time

171  
173  
179  
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191  
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199  
550  
590  
650 local organizations ask for services  
680  
700 designated by self and MG assoc. executives  
710 steering committee, agent's approval  
800  
810  
141(2) if it needs doing, we do it!

Q. 12.2

003 nothing in depth that I've found  
013 .  
015 .  
019 .  
037 .  
041 agent  
059 I do  
061 we basically use the ones listed in volunteer chapter and adapt them to local  
067 .  
073 committee chairman with guidelines form coord. manual  
075 in our second year of the local MG program. We are intent on producing written job descriptions beyond the organizational structure.  
083 written by agent, with consultation with MG coordinator, and local MG president  
085 the handbook (coordinator)  
087 agent writes; thus for very generic for MG volunteer. We have plans to write some that are more specific. However, there has not been a real need for lots of written descriptions at this point.  
089  
093 coordinator and president of local association  
095 President/coordinator, reviewed by board  
103 .  
105  
107 We take descriptions from other units and VCE and adapted them by team to fit our needs.  
115 .  
119 .  
121 .  
141 .  
149 beginning to use; MG currently is positioning them general review, discussion and refinement  
153 I use available job descriptions in coordinator manual and modify.  
161 committee/team  
163 I wrote these and they are rather informal affairs, tailored to suit who's on hand to do what needs to be done.  
171 coordinator  
173  
179 .  
185 planning committee  
191 coordinator and for committee/team chair  
195  
197

199 .  
550 agent with steering committee  
590  
650 working on creating them  
680 standing rules designate committee responsibilities  
700 .  
710 requestor  
800 we adhere to local bylaws as to committee functions  
810 agent  
710(2) each project coordinator, edited by agent and program coordinator  
141(2) .  
053 .

Q. 13.6

003 there was a writing list when I began  
013 county publications  
015  
019  
037  
041  
059 we have over 260 people on our waiting list; therefore, no advertising  
061  
067  
073  
075  
083 Internet, monthly news articles  
085  
087  
089 workshops  
093  
095 county fair booth (actually a tent)  
103  
105  
107 actively through programs  
115  
119  
121  
141  
149  
153 in classes given to public; at full days for Water-Wise gardener  
161  
163 we keep a running waiting list all year long, adding to it at plant clinics, at our plant sales, and in the office  
171  
173  
179  
185 library display  
191 posters  
195  
197  
199  
550  
590  
650  
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700  
710

800 peanut fest  
810

Q. 14.2

003 not yet but hope to  
013 done by local MG assoc.  
015 .  
019 to those who already have related resp. And to all MGs in general  
037 executive board  
041 other MGs  
059 membership chairman  
061 prospective MGs are "interviewed" by veteran MGs  
067 .  
073 public relations committee man  
075 recruiting and training coordinator  
083 through assoc; editor of local newsletter, recruitment by word of mouth of association members  
085 .  
087 to all MGs (word of mouth); to MG training comm. For flyer dist., agent handles press release  
089 .  
093 recruiter and trainer  
095 carried out by MGs  
103 .  
105  
107 to the recruitment and training team with my assistance. I step in however, only to address omissions, irregularities, or  
outright mistakes  
115 one volunteer  
119 0  
121 association board  
141 .  
149 all MGs, extension staff, in all people contacts, also brochures, media coverage events  
153 .  
161 recruitment team  
163 .  
171 training coordinator, plus one other; R&T folks  
173  
179 .  
185 training and recruitment committee  
191 other Master Gardeners (we currently maintain a waiting list)  
195  
197  
199 publicity for MG trainee class committee  
550 .  
590  
650 PR publicizes; all MGs recruit personally  
680 mostly training comm and MG coord. and executive board  
700 will begin membership comm to work on this over spring and summer  
710 .  
800 executive board committee handles these  
810 shared with MG association  
710(2) publicity committees, all MGs word of mouth  
141(2) .  
053 training done in another county.

Q. 16

003 haven't decided yet - hopefully I will determine programming needs for volunteers and work from there  
 013 we are able to accommodate only 48 trainees due to room size  
 015 class size limited to space available; limited to 25 per class  
 019 we have plenty of opportunities for all who qualify  
 037 This association is in a thinking mode of "we should train every year." They are slowly realizing opportunities need to exist to support (or be supported) by additional volunteers first.  
 041 number of seats in our class (21) and number we can manage affectively  
 059 We estimate staffing needs for clinics, lab, etc. We only accept people if we have work for them.  
 061 number of MG jobs we need to fill  
 067 space accommodations  
 073 We have an allocated number from Yorktown.  
 075 size of training site, expectation of MG program  
 083 based on training facility  
 085 30 (15/day, 15/evening)  
 087 experience has shown that our work load requires us to train 20-24 volunteers per year  
 089 based on capability  
 093 max 20; so far no turn aways  
 095 size of classroom (25), also manageable class size  
 103 we usually only get 12-15 applicants, then 1-2 drop out almost immediately.  
 105  
 107 We feel that a room or group of 25 is ideal. We do, however, assess our needs prior to starting the process. We are limited only by our ability to train, place, and manage the volunteers and programs.  
 115 only 4 or 80 respond each calls period which fills our allotted space in multi-county class  
 119 0  
 121 (no answer)  
 141 .  
 149 number of applicants, size limitations (10-11 people)  
 153 decide, with agents, how many MGs are needed to achieve goals, subtract number of MGs who will stay with program and recruit and train the balance  
 161 space  
 163 fewer than 15 might not be worth our time; more than 22 would be a crowded classroom  
 171 work to be accomplished  
 173  
 179 currently program recruitment under evaluation; to be redetermined at a later date  
 185 committee decides optimum class size for training and review of number of volunteers needed for project  
 191 anticipated needs  
 195  
 197  
 199 room capacity is 60. There are four units participating. 15 trainees per unit. If a unit is lean on trainees, other fall units can negotiate for slots.  
 550 steering committee decides using past class size and success rate  
 590  
 650 3 areas do joint training; can handle 60 max ( divide by number areas)  
 680 0  
 700 based on available training position in upcoming class (shared with other counties)  
 710 maximum size of class we can handle  
 800 space available/size of class facility  
 810 need, not to exceed 40  
 710(2) set course size at 35  
 141(2) Henry county gives us 5 slots per class. We usually get 0-1 person to apply.  
 053 "n/a"

Q. 17.6

003  
 013  
 015

019  
 037 retired educator  
 041  
 059  
 061  
 067  
 073 we train with Yorktown (they do planning)  
 075  
 083 retired professors  
 085  
 087  
 089 retired agents  
 093  
 095 strong cooperation from Colonial Williamsburg and area professionals  
 103  
 105  
 107  
 115  
 119  
 121  
 141  
 149 hobbyists in the area, spec. in vol. management, communications/computers/local sources of help/information  
 153  
 161  
 163 local college professors  
 171  
 173  
 179  
 185  
 191 Va Tech professors/instructors  
 195  
 197  
 199 individuals who specialize in-field  
 550  
 590  
 650  
 680 VPI professors  
 700 university professors  
 710  
 800  
 810  
 710(2) contracted professors for specialty topics  
 053 tours/visits to horticultural sites/gardens

Q. 18.3

003 .  
 013 MG association  
 015 .  
 019 neighboring county programs  
 037 committee  
 041 .  
 059 .  
 061 .  
 067 .  
 073 .  
 075 rec. and training coord., identified team and generally approved by unit membership

083 .  
 085 .  
 087 MG training committee  
 089 .  
 093 training coordinator  
 095 MG  
 103 .  
 105 .  
 107 rec. and training cochair with involvement and support and input from agent  
 115 experienced MG (training chairman)  
 119 .  
 121 association president  
 141 .  
 149 .  
 153 .  
 161 .  
 163 work with steering committee of the association  
 171 a veteran MG  
 173 .  
 179 Extension agent, horticulture  
 185 .  
 191 .  
 195 .  
 197 .  
 199 training committee  
 550 local coord. With committee of steering members  
 590 .  
 650 last class trainees from each geographic area  
 680 training committee made up of MGs  
 700 .  
 710 .  
 800 .  
 810 .  
 710(2) sub. committee  
 141(2) Henry county  
 053 sent to another county

Q. 19

003 don't know  
 013 MG association  
 015 Unit coordinator and instructor submit to local MG association record keepers  
 019 host programs  
 037 honor system with sign in sheet; MG in charge of class reminds to sign in  
 041 agent (attendance has never been a problem)  
 059 membership chairperson  
 061 sign-in sheet  
 067 volunteer class coordinators  
 073 Yorktown  
 075 rec. and training coord. And identified team - records preserved by records/reporting coordinator  
 083 local coordinator  
 085 coordinator, office  
 087 facilitators drawn from MG training committee  
 089 coordinator  
 093 training coordinator  
 095 class coordinator  
 103 coordinator-appointed student



105  
107 appropriate MG team leader with help from hospitality committee  
115 training chairmen  
119 delegated  
121 association president  
141  
149 MG vol. "host"  
153 veteran MG or coordinator  
161 (no answer)  
163 the 'on-site-for-the day" MG  
171 a veteran MG  
173  
179 Extension agent, horticulture  
185 coordinator/secretary  
191 coordinator at present  
195  
197  
199 MG class coordinator  
550 local coord. With comm. Of steering comm. Members  
590  
650 vol. MG classroom coordinator  
680 training committee  
700 training facilitators  
710 MG program manager for training  
800 corresponding secretary  
810 vol. Registrar  
710(2) agent - trainees sign in each session  
141(2) Henry county  
053 (no answer)

Q. 23.1.7

003  
013  
015  
019 cheers at meetings  
037  
041 custom lapel pin used by Henrik and Chesterfield  
059  
061  
067  
073  
075  
083 special thank-you for project participants  
085  
087 MG lapel pin, annual reception  
089  
093  
095  
103  
105  
107 depends on individual. Maybe a feature article on a project that highlights individual, ELC recognition, ceremonies, gifts from association, certificates and awards, access to training etc.  
115 we are small and informal  
119 personal satisfaction  
121  
141

149 local media publicity  
 153 annual volunteer social (no banquet money here)  
 161  
 163 recognition at meetings of the association  
 171 pot luck and verbal recognition of work done  
 173  
 179 name tag presented at graduation  
 185  
 191 Volunteer of the year award  
 195  
 197  
 199 county volunteer day, annual sign up for program  
 550 thank you notes, celebrations at monthly meetings  
 590  
 650  
 680  
 700  
 710  
 800  
 810 personal written and verbal thank you  
 710(2) gifts, token of public recognition

Q. 23.2.4

003  
 013  
 015  
 019  
 037  
 041 reception  
 059 recognition of accomplishments in our newsletter  
 061  
 067  
 073 at special meetings  
 075  
 083  
 085  
 087  
 089  
 093  
 095  
 103  
 105  
 107  
 115 verbal  
 119  
 121  
 141  
 149  
 153  
 161 Awards ceremony  
 163  
 171  
 173  
 179  
 185  
 191

195  
197  
199 county government volunteer appreciation event  
550  
590  
650  
680  
700  
710  
800 at monthly meetings  
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Q. 24.1.2

003 .  
013 .  
015 .  
019  
037  
041 0  
059 we monitor volunteer hours  
061 .  
067 .  
073 .  
075 .  
083 to determine the level of service to the citizens of Halifax county  
085 .  
087 .(informal review process occurs regularly)  
089 .  
093  
095 .  
103 .  
105  
107 only in case of problems, try to steer volunteer back on a productive track after getting a better understanding of their perspective  
115 .  
119 .  
121 .  
141  
149 .  
153  
161 informally  
163 .  
171  
173  
179  
185  
191 to motivate and inspire those who are lagging. To pat ourselves on the back.  
195  
197  
199 .  
550 to create “happen” and better informed volunteers  
590  
650 0  
680  
700

710 to see if it could be improved on  
800 are we meeting the needs of the community and areas of improvement needed  
810 0  
710(2) 0  
053 .

Q. 24.3.4

003  
013  
015  
019  
037  
041  
059 focus groups  
061  
067  
073  
075  
083 projects review, host line review, staff feedback, agent's review  
085  
087  
089  
093  
095  
103  
105  
107  
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121  
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149  
153  
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185  
191 review of their job performance  
195  
197  
199  
550  
590  
650  
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700  
710  
800  
810 informal, observation  
710(2) hour tabulations for year with follow up after \_\_\_\_ is noticed.

Q. 25.5

003  
013  
015  
019  
037  
041 county budget system  
059  
061  
067  
073  
075  
083  
085  
087 MG programming account administered by local government  
089  
093 treasurer keeps funds  
095  
103  
105  
107  
115  
119  
121  
141 Extension office budget  
149  
153 in local VCE account with other Env. Hort money  
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197  
199 we do not have MG money, supported through county budget  
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Q. 26.7

003  
013 tuition  
015 provided by joint sponsor  
019  
037  
041 regular fee for the program  
059  
061  
067  
073

075  
 083 participation in county fair (First place blue ribbon three years in a row)  
 085  
 087  
 089  
 093  
 095  
 103  
 105  
 107  
 115  
 119  
 121  
 141 extension office budget  
 149 in kind donations by organization, businesses and individuals  
 153 we currently receive money from county public works. Money from that is used to pay for recognition ceremony costs.  
 161  
 163 accept donations for some programs, particularly our gardens. Our speakers bureau charges a flat fee when one of us  
 speakers to a group or as a MG.  
 171  
 173  
 179  
 185  
 191 local town and county government  
 195  
 197  
 199 county budget  
 550  
 590  
 650  
 680  
 700 dues  
 710  
 800  
 810  
 141(2) budget line item of county at \$500.

Q. 27.12

003  
 013 fliers  
 015 association newsletter  
 019  
 037  
 041  
 059  
 061  
 067  
 073  
 075  
 083 through other related volunteers organization, such as garden clubs, cross participation in 4-H programs  
 085  
 087 fliers  
 089 biannual MG newsletter  
 093  
 095 tent and display at county fair, Spring Into Gardening speakers Bureau  
 103

105  
107 quarterly reports, fairs, festivals  
115 posters, booths at festivals  
119  
121  
141  
149  
153 quarterly reports to county public works (funding source)  
161  
163 when we are out in the public as MGs we talk up the program whatever we've been doing or whatever we're going to do  
171  
173  
179  
185  
191  
195  
197  
199  
550 agents column in newspaper  
590  
650  
680 extension agent weekly column  
700  
710  
800  
810  
710(2) bumper stickers

Q. 29.6

003  
013  
015  
019 pay dues, turn in time sheets  
037  
041  
059  
061 as fee to renew membership  
067  
073 time sheets  
075  
083  
085  
087  
089  
093  
095  
103  
105  
107 time sheets  
115  
119  
121  
141  
149 by paying dues  
153  
161  
163 we keep logs or hours donated and education hours earned. Coordinators call if those aren't filled in.

171  
173  
179  
185  
191  
195  
197  
199  
550  
590  
650  
680 20 hours required to maintain active status  
700  
710  
800  
810

Q. 30.4

003  
013  
015 none  
019  
037  
041 Environmental Educator (county position)  
059  
061  
067  
073  
075 MG Unit Advisor  
083  
085  
087  
089  
093  
095  
103  
105  
107  
115 none  
119  
121  
141  
149  
153  
161 none  
163 unit director  
171  
173  
179  
185  
191 agriculture agent  
195  
197  
199  
550  
590



650  
680  
700  
710  
800  
810  
141(2) all PT specialists that use this office

Q. 31.5

003  
013  
015  
019  
037 program notes  
041  
059  
061  
067  
073  
075  
083 resource sheet  
085  
087 historian keeps a photo album of volunteers and events  
089 Excel. Program developed to handle hours and contact  
093 policy for working with minors  
095  
103  
105  
107 program brochures, class training info, press releases, letters, newsletters, telephone and walk-in logs  
115  
119  
121  
141  
149 projects file, hort therapy sites, educational public garden, county fair display, speakers bureau  
153 "Intern Intention", written material created and event materials  
161 EEO, advertising, phone calls  
163 plant clinic logs  
171  
173  
179  
185 project plans  
191 skills and interests  
195  
197  
199 reports  
550  
590  
650 newsletters, correspondence  
680  
700  
710  
800  
810 evaluations from programs

Q. 32.2

003 .  
 013 .  
 015 .  
 019 .  
 037 .  
 041 personal meeting  
 059 yearly notification followed by written notification  
 061 .  
 067 .  
 073 .  
 075 .  
 083 one on one  
 085 .  
 087 .  
 089 .  
 093 .  
 095 .  
 103 .  
 105 .  
 107 .  
 115 .  
 119 .  
 121 .  
 141 .  
 149 .  
 153 informally; the volunteers know they had not kept up their hours and were told they could not return, as they couldn't be depended on  
 161 carefully in person, mutual agreement  
 163 we've reached an amicable agreement  
 171 .  
 173 .  
 179 .  
 185 .  
 191 .  
 195 .  
 197 .  
 199 for misrepresentation of VCE  
 550 .  
 590 .  
 650 .  
 680 .  
 700 .  
 710 .  
 800 .  
 810 0  
 710(2) private visit to "suspect" project that the volunteer was involved in - discussion with other agents - letter to agency where they volunteer  
 141(2) .  
 053 .

Q. 33.2

003 .  
 013 letter is sent to individual  
 015 0  
 019 phone call, then name dropped  
 037 if they don't "re-enlist" in January, we drop them from mailing list

041 we require annual registration  
 059 by not renewing annual fee they are dropped  
 061  
 067 .  
 073 after two years of no activity and notices in newsletter  
 075 .  
 083 individuals contacted, discussed volunteer hour status and removed after discussion with MG president  
 085 delete button  
 087 removed from mailing list  
 089 they indicate they are no longer interested and drop out  
 093 0  
 095 final letter to members who are inactive  
 103 their names are dropped from mailing lists and their files placed in the "inactive" drawer. They usually are not notified ahead of time, but they are people who have not participated in quite a while.  
 105  
 107 Based on two consecutive direct appeals for continued interest and based on time sheets  
 115 phone call for non-reporting of hours  
 119 not a formal process; if they do not attend meetings, pay dues, or volunteer time, we drop their name.  
 121 in the future, probably  
 141  
 149 after 2 or more personal contacts by MG association officers  
 153 delete key; moved to a "no longer MG" file  
 161 deletion - fail to return valid contract  
 163 dropped from associations list of members for failure to pay dues  
 171 .  
 173  
 179 removed from mailing list  
 185 .  
 191 .  
 195  
 197  
 199 0  
 550 periodically, after contacting personally and discussing becoming more active  
 590  
 650 identified by hours review, general notice in newsletter, delete from mail list  
 680 when they fail to pay dues, fulfill hours, or drop out  
 700 0  
 710 removed from roster  
 800 0  
 810 0  
 710(2) letter of hours - chance for leave of absence  
 141(2) non-communication  
 053 .

Q. 34.6

003  
 013  
 015  
 019 magazines, reference book, local professionals, sharing of info, field trips, programs  
 037  
 041  
 059 Pest Management Guides  
 061  
 067  
 073  
 075

083 other state Extension and Department of Ag. Websites is: MD, NC, GA, TN, KY  
085  
087 other state Ext. Publications available via web  
089  
093  
095 MG library  
103  
105  
107 other land grant university info books, periodicals and trade journals  
115  
119  
121  
141  
149 selected articles from newspaper, periodicals  
153 books in house generate publications, other Ext. Web sites  
161 electronic equipment, book microscope  
163 books, magazines other state extension  
171 books  
173  
179  
185  
191  
195  
197  
199  
550  
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Q. 35

003 (no answer)  
013 more info equal toward homeowner and IPM; info on gardening with children whether with 4-H clubs or school projects; how to design programs for Special populations (using hort. ther..)  
015 EH's presented papers to OEH should be available to MG association over VCE website reasonably soon after presented. Suspect a wealth of information is presented to OEH that ends up in the "BIG BLACK HOLE"  
019 (no answer)  
037 display - type items, poster and other visual aides  
041 (no answer)  
059 more fact sheets and slide sets  
061 (no answer)  
067  
073 (no answer)  
075 perfection of records an reporting state MG comp. prog.  
083 will let you know after I've been in this job awhile  
085 project books for schools and 4-H  
087 more subject matter fact sheets, lawns/ herb. plants  
089 (no answer)  
093 better guidelines/resources - quick reference  
095 (no answer)  
103 (no answer)  
105

107 I need to give some thought to this.  
 115 (no answer)  
 119 (no answer)  
 121 (no answer)  
 141 a good book on shrubs - how to prune, diseases of, etc. We have a lot of shrub questions.  
 149 (no answer)  
 153 Penn state has lots of current pubs - lots with VT contribution. We have 20 year old pubs (Plant disease series, insect notes pretty old, too). PMG on the web (I realize doesn't come out of OEH). Lists of specialists who don't mind traveling to train MGs (annually, as this seems to change with publication pressures). Maintenance of the MG Q and A site - question of the month, alphabetize the top 100.  
 161 better videos, esp. In areas of water gardening, roses  
 163 (no answer)  
 171 more books  
 173  
 179 (no answer)  
 185 (no answer)  
 191 more promotional materials  
 195  
 197  
 199 (no answer)  
 550 (no answer)  
 590  
 650 more canned presentations/outlines with script  
 680 (no answer)  
 700 (no answer)  
 710 (no answer)  
 800 (no answer)  
 810 (no answer)  
 710(2) videos, specialists, book lists  
 141(2) (no answer)  
 053 (no answer)

Q. 36

003 (no answer)  
 013 (no answer)  
 015 (no answer)  
 019 (no answer)  
 037 We need clarification of what the coordinator's role and responsibilities are since we have no hort agent, i.e.-who is supposed to do all the things the hort agent does? As a volunteer coordinator, I do relay info from Tech with executive board. However, I do not have the authority to re-direct MG association if they do not follow Tech policy.  
 041 (no answer)  
 059 (no answer)  
 061 We are making a real effort to recruit and steer people toward specific jobs.  
 067 (no answer)  
 073 At the present time, we are investigating the possibility of a paid part time coordinator for Mathews, Gloucester, and Middlesex. I am having a hard time convincing our MGs that our "club" (as they refer to it) needs a coordinator between us and VCE.  
 075 An old theme, VCE staff should become familiar with policies, procedures and recommendations as reflected in the VCE Coordinator Manual and other state coordinator publications and literature.  
 083 One of my goals will be to assure integration into all of the VCE activities by Master Gardeners and their program.  
 085 (no answer)  
 087 (no answer)  
 089 (no answer)  
 093 (no answer)  
 095 Do not overemphasize the role of a paid coordinator with a place in the chain of command. Be aware of and encourage the loose structure of a volunteer organization for those association without paid coordinators. In our structure the coordinator

is a liaison between VMG and Blacksburg and our local association - not a staff member in the command structure.

103 Having been a volunteer coordinator for two years, I still find I have mixed feelings about the job. One of these days I'll get my thoughts collected and send them to you.

105

107 (no answer)

115 (no answer)

119 (no answer)

121 (no answer)

141 Most of this questionnaire is not applicable to Patrick County as we do not have any volunteers (besides the two coordinators) or MG training.

149 (no answer)

153 Have plans to begin performance evaluations with MGs this year as of personal performance goals. Learned lots of things I should be doing and it just takes time. I have a personal file on each MG and began sharing program results regularly with MGH. Will also \*another personal goal( advertise jobs for leaders of functional groups (plant clinics; water wise in communities that we've been in but need to leave to start in other communities; training; lecturers; communications) and will organize an association for feedback process, comradeship and increased retention.

161 no other comments

163 we remain a fairly loose group here - trying to encourage continued participation as best we can.

171 (no answer)

173

179 In my position, I am not responsibilities for management of the program. I was hired as a MG technician in an emergency hire position to assist in recruiting volunteers to answer hort related questions in PD16 offices and coordinate trained MG files (hours recorded, etc.)

185 (no answer)

191 (no answer)

195

197

199 (no answer)

550 (no answer)

590

650 impressed by VCE (your) efforts and success in creating MG coordinator manual and reporting structure, and overall enforcement of the MG program.

680 (no answer)

700 (no answer)

710 (no answer)

800 (no answer)

810 (no answer)

710(2) (no answer)

141(2) (no answer)

053 I believe most of our MGs became MGs to learn more about gardening for their own personal use and then to share this knowledge with others in direct response to clients requests. All this bureaucracy attached to volunteers - "Volunteerism" is for the birds!