

Appendix B. Cover letter for the *VCE Master Gardener Coordinator Manual* Evaluation



Virginia Cooperative Extension

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



DATE

FIELD(first name) **FIELD**(last name)

FIELD(address)

FIELD(city), **FIELD**(state) **FIELD**(zip)

Dear **FIELD**(first name):

This spring, a new resource was developed for coordinating local VCE Master Gardener programs in the form of the *VCE Master Gardener Coordinator Manual*. We are currently evaluating the content and format of the manual to determine its effectiveness as a guide to MG program management for local coordinators. No one knows better than you the effectiveness of this resource.

Because you received a DRAFT copy of this manual, whether during the spring training sessions for VCE Master Gardener coordinators (conducted in March and April in Manassas, Roanoke, and Virginia Beach) or at some other time, you are being asked to provide guidance in completing this resource manual. Your input on the enclosed evaluation form is critical to completing the development of a Master Gardener management resource that we believe will be a national model, just as our training handbook has been.

You may be assured of confidentiality. Although this evaluation form has an identification number on it, the number is for mailing purposes only. It allows us to check off your name when we receive your evaluation form. Your name will never be placed on the form or associated with the information provided by your response.

The results of this evaluation will be used to complete the *VCE Master Gardener Coordinator Manual*. Your remarks on the content and usability will influence the manual's final presentation as well as direct us to fill in the content gaps where they exist. Also, your comments will assist us in continuing to develop resources for your use as a VCE Master Gardener Coordinator.

If you have any questions, please let me know. I can be reached by phone (540-231-2714) or e-mail (sheri.dorn@vt.edu). Thank you!

Sincerely,



Sheri Dorn
State Coordinator, Virginia Master Gardener Program

PS: For your convenience, a postage-paid, addressed envelope is included. Simply complete the evaluation form, include any additional sample items that you may want to send, and mail.

Land-Grant Universities—The Commonwealth Is Our Campus
Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

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Appendix C. Reminder postcard sent one week after mailing the *VCE Master Gardener Coordinator Manual* Evaluation

 VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY	Virginia Cooperative Extension <hr/>	 VIRGINIA STATE UNIVERSITY
29 September 1998		
<p>Last week, an evaluation form seeking your input and opinions about the <i>VCE Master Gardener Coordinator Manual</i> 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 comments are extremely important to completing the manual.</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> <p><i>Land Grant Universities - The Commonwealth is our Campus</i> <i>Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.</i></p> <p>Virginia Cooperative Extension programs and employment are open to all regardless of race, color, religion, age, veteran status, national origin, disability or political affiliation. An equal opportunity/affirmative action employer.</p> <p>490-035</p>		

Appendix D. Second letter sent in follow up to sending the *VCE Master Gardener Coordinator Manual* Evaluation



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FIELD(first name) **FIELD**(last name)

FIELD(address)

FIELD(city), **FIELD**(state) **FIELD**(zip)

Dear **FIELD**(first name):

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If you have any questions, please let me know. I can be reached by phone (540-231-2714) or e-mail (sheri.dorn@vt.edu). Thank you!

Sincerely,

Sheri Dorn
State Coordinator, Virginia Master Gardener Program

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Appendix E. Final letter sent in follow up to the *VCE Master Gardener Coordinator Manual* Evaluation



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sheri.dorn@vt.edu



November 19, 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 evaluation of the *VCE Master Gardener Coordinator Manual*. I have not yet received your completed evaluation form.

The large number of returned evaluations are very encouraging. But whether or not the final *Manual* will be a valuable, useful tool to Master Gardener coordinators depends upon you and the others who have not yet responded to the evaluation. Past experiences suggest that those who have not yet sent in the evaluation may hold quite different opinions about the contents and usefulness of the *VCE Master Gardener Coordinator Manual* than those who have responded.

This manual is the first of its type for Master Gardener programs across the nation. While other materials have been prepared for guidance for a Master Gardener program, none have attempted this detail. Our office has undertaken this evaluation process because we feel your experiences using the materials and comments about Master Gardener program management should be taken into account when producing the finished *Manual*.

It is for these reasons that I am sending this evaluation by certified mail to insure delivery. In case my other correspondence did not reach the person in your unit whose response is needed (someone who received a copy of the *VCE Master Gardener Coordinator Manual*), 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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