

## Project Opportunity Form Instructions

**Instructions:** The following information is intended to help you in filling out the Project Service Opportunities form. If you need any additional help, please feel free to contact the Project Opportunity Committee. It is important to remember that Master Gardeners are horticultural educators, it is not are purpose to provide maintenance for projects.

**Project:** List the name of the project.

**Sponsor:** List the name of the group, organization, entity, etc. that is requesting the project.

**Contact:** List the name of the person the member is to contact if they are interested in participating on the project.

**Phone:** List the phone # of the contact person. **E-Mail:** List the e-mail address for the contact person.

**Website:** List the website address for the sponsor, if any.

**Project Goal:** List what is to be accomplished with this project

**Project Description:** Provide as much information as possible about the project. After reading this area the member should have a good understanding of the project, its intent, and what is expected of the member.

**What is the community educational component?** List how the project is of educational benefit to the community.

**What is the cost associated with the project for the HMMG's?** List any cost that the Heart of Missouri Master Gardeners are expected to pay.

**Project Start and Finish Date:** List the dates the project needs to start and the date it needs to be completed.

**Overall Project Time Commitment:** List the total hours that will need to be committed to complete this project. In most cases the project time commitment is determined by the sponsor. (Example: Estimated four-hours per project activity). Sometimes the volunteers will determine the time commitment dependent on the time line.

**Special Skills Needed:** List any skills the member will be expected to have. List any prerequisites required. Example: Must have a knowledge of drawing up a landscape plan.

**Equipment / Clothing Needs:** List any equipment the member is expected to bring with them. Example: pruning shears, trash bags, waterproof boots, gloves, sunscreen, or it could be nothing more than dress appropriate for the weather.

**Bottom of sheet is for Project Opportunity Committee to use.**