



## Sandoval County Master Gardeners New Project Form

**NOTE: Project Leaders must be familiar with SCMG Policies and are responsible for providing an annual report to the SCMG Extension Office each year.**

1. **Project Photo:**

1 or more (other digital art forms are acceptable, too)

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2. **Project Title:** (sub title if needed for clarification)

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3. **Project Description:** (Use additional page if needed)

- A paragraph or two describing your project focus and highlights, including beneficiaries and how project will impact community.
- *How does this project meet with SCMG’s mission and goals?*
- What are the main Educational/Training tasks that volunteer Master Gardeners will be required to perform?

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4. **Volunteers:**

- Describe what your volunteers do.
- Is your project only open to SCMG volunteers?
- Is your project open to public volunteers? If so, clearly state that.

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5. **Meeting Times, Frequency and Location:**

- Give only typical meeting times, and address of the location at which you will typically meet

TIMES: \_\_\_\_\_

FREQUENCY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_

6. **Contact Chair or Co-Chairs:**

- Indicate names and “optional” contact email addresses (**try not use personal email addresses as this can attract spam emails**).
- The latter becomes necessary if you are trying to recruit public volunteers.

CHAIR: \_\_\_\_\_

CoCHAIR(S): \_\_\_\_\_

\_\_\_\_\_

7. **Budget:**

- List annual estimate and itemize expenditures as much as possible, including resources for funds. (i.e. SCMG, sponsorships, grants, etc.)

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8. **Other:** (i.e. contact information for manager of a growers market, special requirements regards property or building)

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*Please submit completed form to the SCMG Coordinator for monthly SCMG Board review and approval.*

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