



Project or Team Committee: _____

Committee Chair: _____ *Date submitted: _____

Committee Co-Chair: _____ *Transition Date: _____

1. Each project/team committee should plan to meet at least 2 to 3 times per year. Please list the proposed months of your committee meetings: _____

2. Number of team members needed to make the committee a success: _____

3. Number of additional volunteers needed to make the project a success: _____

4. Describe specific committee team member responsibilities or job assignments that need to be filled:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____
- f. _____
- g. _____
- h. _____

5. Do your committee members need training to make the project a success? Yes No

- a. Training need: _____
- b. Training need: _____
- c. Training need: _____

6. Annual Budget Needs and Funding Source(s) i.e. Extension Office, MG Association, Grants, County Government, Other organizations – feel free to attach additional pages as needed:

- a. _____
- b. _____

7. Other groups or organizations involved, if any: _____

8. Educational value of project on the community it serves: _____

*The chair or co-chair should present a committee report during the first MGEV Program Development Team (PDT) Meeting of the year. See reverse side for a suggested planning calendar template.



Master Gardener – Planning Calendar of Events

Please enter approximate dates for the upcoming programming year.

PROJECT OR TEAM COMMITTEE:		
MONTH	EVENT OR TASK	NOTES/PERSON(S) RESPONSIBLE
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		