

NEW PROJECT/PROGRAM REQUEST FORM

Process for New Programs:

- Requests for new programs must be approved by the Master Gardener Coordinator for La Porte County to ensure they adhere to the Purdue Master Gardener Program guidelines. If you have an idea for a new Master Gardener program or a request from someone about creating a new program, please fill out this form and return it to:

Purdue Extension Office – La Porte County, 2857 W. State Road 2, Ste. A, LaPorte, IN 46350 or email to jfurness@purdue.edu

- Following approval by the Master Gardener Coordinator, the La Porte County Master Gardener Association Board will review the project to determine if the project will be supported by the Association.
- This form must be completed in its' entirety before categories will be made on MG manager to record hours.

Describe the program:	
Where is the program located?	What date(s) will it take place?
What is the duration of the program? (Please circle one) One-Time-Only Ongoing If ongoing, please explain duration of project.	
Is initial funding required? (Please circle one) Yes No	Are initial materials required? (Please circle one) Yes No
If yes, who will provide funds?	If yes, who will provide the materials?
Who is initiating the program?	
What is the program's educational aspect? What will you teach?	
Who is the audience? (Please circle one) School children General public	
Will the program be available to the public at all times? (Please circle one) Yes No	
How many volunteers will you need? Please list the shift times and how many volunteers are needed for each shift. (this will be used on the MG Manager Calendar)	
Will the program require maintenance? (Please circle one) Yes No	Who will chair the project?
If yes, who will maintain?	