Information for AACo MG Project Chairs

General

➢ All Project Chairs will be notified as to their EAB Advisor / Liaison after March 5th

Funding

Grants

➢ AAMG Grant Resources Pages under “Just for MG’s” on the AACo MG website
➢ Unity Garden’s grant cycle began January 15 and runs through the March 15, 2014 deadline. There is a second one in the fall.
➢ Donations – Write a letter explaining need, aimed at local retail. Mike approves letter and has it printed on MG Letterhead

Purchases

➢ U of MD credit card is the preferred /recommended method of purchasing items for the projects.
  o Arrange with Mike Ensor to accompany you to make the purchase or have him available by phone to relay the card number to the merchant.
➢ Personal Credit Card purchases for projects.
  o You must have a W-9 on file (this includes your social security #) before you can be reimbursed.
  o All MG purchases must be the only charges on the receipt.
  o The original receipt must be submitted with the reimbursement request (keep a copy for yourself)
  o A signed completed reimbursement form with the receipts attached must be submitted to Mike for approval and the beginning of a long process to getting paid (usually 2 months)
➢ Cash Purchases follow the same procedure as the Personal Credit Card purchases
➢ Any inventory type purchase must be included on your Project Report and maintained with the project.

Request for Large Funds

➢ Submit all requests for large funding, over $200.00, a minimum of 2 weeks prior to the EAB monthly meeting. (The EAB meets on the 1st Wednesday of every month).
➢ All requests must have a detailed written explanation as to what the funding will be used for including the date(s) funding is required. This should also include other channels of funding that have been explored.
➢ Submit a copy of the request to the EAB Chair and your assigned EAB Advisor/Liaison
➢ The status of approval will be emailed to the submitter within 2 days after the EAB has met and discussed the request.
Information for AACo MG Project Chairs

Donations and fees
- All monies received by project participants or donations must be delivered to the AA Extension office and be deposited into the U of MD bank account. To make purchases, see the “how-to” on the previous page.

Reporting

Project Report
- The Project Proposal and Year End Reports for existing projects have been combined into one Project Report due November 1st of each year. Any amendments are due by December 1. The report can be located on the AACo MG Website under “Just for MGs” then under “Project Chairs”.

Time and Contact Report
- Keep accurate records of volunteer hours and contacts
- It will be the Project Chair’s, or their designated team member’s, responsibility to enter the Contact information on the new Time Tracking system.

Financial Reports
- W-9 form
  - Must be on file at the U of MD. Forms are available on the IRS website or by searching for W9 and completing the form online, print it, sign it and give to Mike at the Extension office.
- Grant Reporting
  - If you have received a grant there are specific reporting requirements for each type of grant. In general, you must report back to the grantor how much money was used, for what purpose it was used and ask whether the unused funds must be returned or whether they may be rolled over to the next calendar year.
  - Grant reporting is usually completed and submitted before the end of the calendar year that the grant was earned.

Publicity

Success Stories
- U of MD Extension Reporting
  - See the ‘Documenting and Sharing your Project Success Story’ handout. This document is also on the AAMG Website under “Just for MGs”. HGIC will be publishing your Successes on the state website and selecting a few to be included in the state newsletter.
- Newsletter
  - The same format can be used to submit your project’s Success Stories to the Newsletter, Web Page, and Facebook for all to enjoy. See below.
Information for AACo MG Project Chairs

Newsletter, Web Page, and Facebook:

- Take pictures often and send to the Newsletter, Facebook and web page with a short description of the activity pictured. Try for action pictures whenever possible. Remember to obtain signed release forms for pictures – if required.
  - Newsletter – Erin Lassen, aamgnews@gmail.com
    Find it here: http://extension.umd.edu/anne-arundel-county/master-gardeners/mg-newsletter
  - Web page - Kay Stringfellow, kmstrin@yahoo.com
    Find it here: http://extension.umd.edu/anne-arundel-county/master-gardener-program
  - Facebook - Robin Noonan, robin.noonan@verizon.net; Pictures of projects with short descriptions; links to interesting articles related to gardening.
    Find it here: https://www.facebook.com/pages/Anne-Arundel-County-Master-Gardeners-University-of-Maryland-Extension/275053982559252

Submit an article to the local papers

Inventory

- Keep an accurate inventory list.
- When turning over the leadership of the project, all supplies, materials and documentation should be given to your successor. If the project is not to continue, all materials, inventory, documentation, etc. must be turned into the AACo Extension office.