ROLE TITLE: MG SPROUTS TEAM MEMBER

RATIONALE: Provide support to the volunteer teams offering the MG SPROUTS project to youth age 6-8.

SUPERVISOR: MG SPROUTS Team Leader

LOCATION: Libraries, recreation centers, Extension offices, schools, or other appropriate locations.

DUTIES:

- Participate in pre-event training sessions to become familiar with materials and activities, gather supplies, and sign up for specific volunteer times.
- Complete background screening and 4-H Risk Management training; these are required for all participating Extension volunteers.
- For the safety and security of participants, ensure that a minimum of two adult volunteer leaders are with participants at all times.
- Sign up for one or more MG SPROUTS sessions at prearranged sites and times, either as the session leader or as a supporting volunteer.
- Throughout the project, meet with SPROUTS team to plan upcoming sessions and at the end of the scheduled MG SPROUTS sessions evaluate the success of the project, identify outcomes, discuss what could be done differently, and decide whether or not the project will be repeated in the next year.
- On agreed-upon date, deliver the MG SPROUTS lesson at the prearranged site and time in the community.
- Arrive early to set up the space, and after the activity, return the space to an orderly and clean condition.
- Keep records of session including Program Participant Sign-in sheet and Session Report
- And submit Extension agent the week following the MG SPROUTS event.
- Maintain contents of the MG SPROUTS project supply box, refilling as necessary after each public session.
- Forward to Extension staff(s) any questions that MGs cannot answer.
- At the end of the scheduled MG SPROUTS session, meet with SPROUTS team to evaluate the success of the project, identify outcomes, discuss what could be done differently, and decide whether or not the project will be repeated in the next year.
- Suggested session sub-roles: greeter, session leader, story reader, table activity leaders, timekeeper, and others as needed.

REPORTING TIME AND DURATION: Reports to the MG SPROUTS Team Leader. Master Gardeners will conduct MG SPROUTS sessions at specified frequencies, at designated locations, and they will report time spent on the MG SPROUTS project to the MG SPROUTS Team Leader. Outcomes and impacts of the project, including numbers and contributions of non-MG volunteers, should be reported on the Master Gardener Activity Report. Individual hours volunteered on the project will be recorded on the individual's MGLOG entry.

EXPECTED RESULTS: Youth participating in the MG SPROUTS project will increase their awareness of plant care and their personal impact on the environment. Volunteers will have opportunity to be a positive role model for youth while learning more about youth development.

RESOURCES: "Growing a MG SPROUTS Project" Training Sessions, Master Gardener Advanced Training in Youth Horticulture, MG SPROUTS Project Supply Box, MG SPROUTS Project Guide and additional supplemental publications from The University of Georgia Cooperative Extension publications (www.ugaextension.com), The Georgia Master Gardener Handbook, other Extension or Extension-approved books, pamphlets, fact sheets, etc.

ROLE TITLE: MG SPROUTS TEAM LEADER

RATIONALE: Coordinates the volunteer team that will offer the MG SPROUTS project to youth ages 6-8

SUPERVISOR: Extension Agent

LOCATION: Libraries, recreation centers, Extension offices, schools, other appropriate locations.

DUTIES:

- Participate in Youth Horticulture and/or MG SPROUTS training sessions to become familiar with materials and activities
- Complete background screening and 4-H Risk Management training; these are required for all participating Extension volunteers
- For the safety and security of participants, ensure that a minimum of two adult volunteer leaders are with participants at all times
- Delegate the gathering of supplies to team members
- Schedule a lead volunteer and 1-2 support volunteers for each lesson (sample volunteer scheduling tool included in project box)
- Make arrangements with designated location(s) for the session frequency, dates, and times
- Remind scheduled volunteers a week in advance of their commitment to conduct the next MG SPROUTS session
- Remind team members to submit SPROUTS Session Report and program Participation Sheets for each MG SPROUTS session
- Compile SPROUTS session reports into the final Master Gardener Activity Report and submit reports to Extension agent the week following the last MG SPROUTS event, along with supporting materials
- Assist team members in obtaining replacement supplies for the MG SPROUTS project supply box
- Forward any questions that MGs cannot answer to Extension staff
- Throughout the project, meet with SPROUTS team to plan upcoming sessions and at the end of the scheduled MG SPROUTS sessions evaluate the success of the project, identify outcomes, discuss what could be done differently, and decide whether or not the project will be repeated in the next year
- Collect the KWL sheet results data and forward to Extension Agent for posting to the MG SPROUTS Project Impact site (TBD)
- Train incoming MG SPROUTS team leader
- Summarize team accomplishments monthly to team members and Extension agent

REPORTING TIME AND DURATION: Reports to the Extension Agent. Outcomes and impacts of the project, including numbers and contributions of non-MG volunteers, should be reported on the Master Gardener Activity Report. A monthly team summary should be prepared and shared at scheduled planning meetings.

EXPECTED RESULTS: Youth participating in the MG SPROUTS project will increase their awareness of plant care and their personal impact on the environment. Volunteers will have opportunity to be a positive role model for youth while learning more about youth development and be recognized for leadership contributions to the project.

RESOURCES: "Growing a MG SPROUTS Project" Training Sessions, Master Gardener Advanced Training in Youth Horticulture, MG SPROUTS Project Supply Box, MG SPROUTS Project Guide and additional supplemental publications from The University of Georgia Cooperative Extension publications (www.ugaextension.com), The Georgia Master Gardener Handbook, other Extension or Extension-approved books, pamphlets, fact sheets, etc.

ROLE TITLE: MG SPROUTS AGENT SPONSOR

RATIONALE: Provides oversight to the volunteer team offering the MG SPROUTS project to youth age 6-8.

PROJECT COORDINATOR: Consumer Horticulture Ornamentals Specialist, Department of Horticulture

LOCATION: Libraries, recreation centers, Extension offices, schools, or other appropriate locations

DUTIES:

- Arrange for pre-event training sessions from the State Program Office of the Georgia Master Gardener Extension Volunteer program
- Work with MG SPROUTS Team Leader to schedule MG SPROUTS sessions and locations
- Establish the frequency of MG SPROUTS sessions and the number of hours MGs are to spend at each session
- Recruit and train a MG SPROUTS Team Leader
- Ensure that MGEVs recruited by the MG SPROUTS Team Leader who will staff the events are fully prepared to work with the youth audiences targeted for the project. For the safety and security of participants, a minimum of two adult volunteer leaders are required to be with participants at all times. Background screening and completion of 4-H Risk Management training are required for all participating Extension volunteers
- Collect Master Gardener Activity Report from the MG SPROUTS Team Leader
- Collect KWL sheet data and post to the MG SPROUTS Project Impact site (TBD)

REPORTING TIME AND DURATION: Outcomes and impacts of the project, including Master Gardener Activity Reports, and numbers and contributions of non-MG volunteers, should be reported via GA Counts and the MG SPROUTS Project Impact site (TBD). Entries should be reported against (insert Issue and Youth Horticulture topic/keyword here). Agents submitting results by January 31 for prior year will be recognized as contributors to the project in the statewide impact statement submitted by the State Program Office of the Georgia Master Gardener Extension Volunteer program

EXPECTED RESULTS: Youth participating in the MG SPROUTS project will increase their awareness of plant care and their personal impact on the environment. Volunteers will have opportunity to be a positive role model for youth while learning more about youth development and be recognized for leadership contributions to the project. Agents will gain recognition for contributing to a statewide youth horticulture program and fostering middle-management volunteer leadership within educational programming.

RESOURCES: “Growing a MG SPROUTS Project” Training Sessions, Master Gardener Advanced Training in Youth Horticulture, MG SPROUTS Project Supply Box, MG SPROUTS Project Guide and additional supplemental publications from The University of Georgia Cooperative Extension publications (www.ugaextension.com), The Georgia Master Gardener Handbook, other Extension or Extension-approved books, pamphlets, fact sheets, etc.