Librarian/Community Partner Letter

[Insert Date]

[Insert name and address]

Dear [Insert Librarian's name]:

Do you remember the wonder of watching a seed germinate? Have you experienced the joy of watching plants grow? As Master Gardener Extension Volunteers, we know that it is important to introduce children to the wonder of plants and gardening at a young age so that they grow up to be adults who care about the wellbeing of our environment and communities.

We would like to offer a series of garden projects, called MG Sprouts, to youth in our community ages 6-8. MG Sprouts is a six-session experience that introduces youth to the wonder of gardening through a series of activities and books. Participants will learn about "ugly vegetables," Jack's garden, and plants gone wild through hands-on activities as well as garden journals and reading! I have enclosed a sample session outline for you to see how interactive and exciting these sessions are.

Ideally, we would like to partner with the [insert library name] to offer these sessions to the community in a central place. We ask only a little of the library in this partnership. We would like to keep the books for MG SPROUTS (list follows) on reserve for the duration of the project. We request use of the [insert name of room] from [insert session time, including set-up and clean-up]. We would like to hold the sessions beginning [insert first meeting date] at [insert meeting time]. With your permission, we would hold the sessions in the [insert name of room]. With your permission, we would credit the library as sponsor of MG SPROUTS and recognize you in our press release materials. While the sessions are lively and hands-on, we are prepared to protect the library's resources and thoroughly clean up after each session.

MG SPROUTS is led by Master Gardener Extension Volunteers who are screened and trained volunteers partnering with University of Georgia Cooperative Extension to extend gardening and horticulture information to the public. These volunteers participate in at least 40 hours of classroom training and 50 hours of volunteer service on behalf of UGA before earning the Master Gardener title.

We do limit registration for MG SPROUTS to the first XX youth who complete registration by [insert registration deadline]. The UGA Cooperative Extension Office in [insert county name] County will handle registration details.

Thank you for your consideration of our request to sponsor MG SPROUTS! I will follow up with you via [insert phone or email, etc.] by [insert date] to discuss the details.

Sincerely,

[insert MG Sprouts team leader contact information]

CC: UGA Cooperative Extension Office in [insert county name] County