

# Guidelines for SFMGA Project Leaders - 2009

## Key Dates:

Jan 9	Project Leader Job Description updates due
Feb 4	Project Leaders Orientation Meeting
Feb 23/24	2009 Class Begins
March 2-17	Eblast on Projects (abbreviated project profiles)
March 24	Annual Membership Meeting/Project Sign Ups Begin
April/May	Individual Project Presentations and sign ups to Santa Fe/Eldorado classes (must coordinate with Course Coordinators)
April 1-30	All Projects start (most end Oct 31)
May 1	2009 MGA Handbook available (with updated Project Descriptions)
June 1/2	2009 Class Ends
Nov	Project Evaluations Due
Dec	2010 Project Budget Requests Due

Project Leaders are responsible for scheduling work days for their project, recruiting and training their volunteers, record keeping and in general helping MGs and Interns meet their project goals, learn new skills and earn credit hours.

## Volunteer Recruitment and Work Schedule

- You can recruit volunteers to sign up for your project on an “Interest Only” basis prior to the Annual Membership Meeting. Signing up volunteers for scheduled work sessions officially starts on March 24, the day of the Annual Membership Meeting.
- Because project sign ups begin at the Annual Membership Meeting, you (or someone knowledgeable about your project) should be at the March 24 meeting to promote your project, answer questions, and sign up volunteers.
- Contact the Course Coordinators to schedule a time to meet the new classes, promote your project, and let the students get to know you. Santa Fe Course Coordinators: Bob Markham (577-7875, bobinsf@aol.com), Melanie Deason (438-7708). Eldorado Course Coordinators: Gary Moran (466-3833, gemsf@q.com), Dana Simmons (466-2294, [dana@santabarbaragardener.com](mailto:dana@santabarbaragardener.com)).
- The Project Leader, co-Leader or a MG must be scheduled for each work date. If appropriate, designate slots for MGs and Interns.
- If possible, schedule some weekend or early evening work times (5-7pm) to accommodate those who work full time.
- Students may start earning credit hours while still taking the classes.

## Working with your Volunteers

- Contact **everyone** who signed up for your project ASAP to let them know you have them on your list, verify their information (email or phone), let them know what to expect, etc.
- **Remind** volunteers (email or phone) before their scheduled work date.
- Work sessions should start with a **project orientation** for any new volunteers, making sure they know what you expect of them, how you want things done, etc.

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- Have a **sign in sheet** for volunteers and **Public Contact Summary** forms (for Public Contact projects) at your worksite each work date day.
- It would be helpful to have a **Guideline for Volunteers**, a copy of your **volunteer work schedule**, and a **list of all of your volunteers** (encourage them to call another volunteer if they cannot work their time and need to switch dates) in your worksite folder.
- Keep track of hours worked (MGs, Interns) and public contact data to report on the **Project Leader Summary and Evaluation** form at the end of the season.
- Periodic **project updates** can be emailed to your volunteers, to keep them engaged in your project.
- At the end of the season, **thank** your volunteers (in person, phone, email) for their work!

### Project Notebook

A Project Notebook will be provided for each Project Leader that contains all forms outlined above. Add whatever else is useful for your project and keep the contents of the Notebook current. This Notebook will be passed to the next Project Leader when you roll off your current project assignment. Contact the Project Coordinator, Janet Hirons (424-0415, [jmhiron@comcast.net](mailto:jmhiron@comcast.net)) for new or updated forms or questions about Notebook contents.

### Publicity

You will occasionally be asked to write an update on your project for the Bare Root Newsletter or an eblast communication. If you take photos, they can be posted on the website. You may be able to get additional publicity through the agency you are working with (SFGH, Audubon, Farmer's Market, etc.)

### Budgeting

You will be asked to estimate expenses for your project and prepare a budget request for submittal to the Treasurer, Joy Mandelbaum. Expense vouchers are in your Project Notebooks or available from the website. Only expenses with a voucher and receipt will be reimbursed.

**Contact the Project Coordinator with all questions or requests (Janet Hirons, 424-0415, [jmhiron@comcast.net](mailto:jmhiron@comcast.net)).**