Appendix G. Sample Initial Survey of Local MG Program Management

SURVEY OF LOCAL MG PROGRAM MANAGEMENT

Local MG Coordinator:
Please complete the following assessment questions to the best of your knowledge. Please check all appropriate responses if more than one applies to your specific situation. Thank you!

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I am a

_____ volunteer coordinator
_____ locally funded technician (or equivalent) coordinator
_____ locally funded Extension agent coordinator

I have been with VCE (total time with VCE regardless of title)

_____ less than 2 years
_____ 2-5 years
_____ greater than 5 years

As the local coordinator, are you evaluated/reviewed by local MGs, Agents, Unit Directors, or District Directors? (If yes, circle all who evaluate.)

_____ yes _____ no

If so, how?

_____ personal, face-to-face interviews
_____ written surveys
_____ telephone interviews
_____ other (please specify) ____________________________

How frequently?

_____ quarterly
_____ annually
_____ bi-annually
_____ other (please specify) ____________________________

Who is your immediate supervisor?

_____ Extension agent
      _____ Environmental Horticulture
      _____ 4-H
      _____ FCS

_____ District Director
      _____ Committee (comprised of ____________________________)
      _____ other (please specify) ____________________________
Who are you directly responsible to?

- Extension agent
- Environmental Horticulture
- 4-H
- FCS
- District Director
- Committee (comprised of ________________________________)
- other (please specify) ________________________________

Who do you go to for solving problems or answering to questions?

- Extension agent
- Environmental Horticulture
- 4-H
- FCS
- District Director
- Committee (comprised of ________________________________)
- State Master Gardener Coordinator
- Extension Specialist, Environmental Horticulture
- other (please specify) ________________________________

What is your role in program development and implementation?

What additional training do you need to do your job as the local MG coordinator?

- conflict resolution
- motivation and volunteer job placement
- communication with VCE paid staff
- other (please specify) ________________________________

How are written job descriptions used locally?

- in advertising volunteer opportunities in the VCE MG program
- in selecting MG trainees
- in reviewing MG volunteers
- other (please specify) ________________________________
How are MG jobs determined in your unit program?

- agent’s request based on POW
- committee
- get written request from MG (i.e., project proposal form)
- local MG association determines jobs
- other (please specify) ____________________________________

How are volunteer jobs currently assigned to MG volunteers?

- advertise opportunities in the local MG newsletter
- ask specific people
- annual interest survey of MG volunteers; MG picks own job
- wait for someone to ask for something to do

Are written job descriptions used in your unit program?  _____ yes  _____ no
If so, who writes them?

How do you recruit new MG volunteers?

- newspaper add
- TV spot
- press release
- fliers
- word of mouth
- other (please specify) ________________________________

Do you delegate recruitment responsibilities?  _____ yes  _____ no
If so, to whom?

Does your unit program do any/all of the following

- recruit minority trainees
- review completed applications to select most qualified
- interview most qualified applicants
- invite most qualified interviewees to sign volunteer contract
- send letter to “non-trainees” for next year’s program
- accept all applicants
How do you determine how many trainees will be recruited?

Who is sought as MG training instructors?

_____ VCE agents
_____ VCE specialists
_____ veteran MGs
_____ industry professionals
_____ community college instructors
_____ other (please specify) _______________________________

Who sets up initial MG training in your unit program?

_____ local coordinator
_____ delegated

If delegated, to whom?

Who maintains class roles/attendance during training?

Which of the following are part of your local training program?

_____ orientation training prior to classes
_____ orientation during class session
_____ temporary nametags for trainees
_____ ice breaker activities/activities for trainees to get to know each other
_____ coffee breaks for social interaction
_____ field trips
_____ hands-on activities or “labs”
_____ speaker evaluations
_____ overall training program evaluations
_____ assignments to trainees (i.e., “homework”)
_____ open book final exams
_____ one final exam
_____ quarterly exams
_____ weekly quizzes
_____ preparation training for internship, including discussion of time sheets, volunteer job placement, responsibilities, and supervisor
_____ graduation festivities
_____ “Intern” certificates
_____ issuance of VCE “Intern” nametag

___ during training ___ after successfully passing examination ___ at graduation
Who determines whether or not to conduct MG training?

_____ local coordinator
_____ local association
_____ local Extension agents

How is it determined whether or not to conduct MG training?

_____ planning meeting between local agents, local coordinator, and MGs
_____ it is an annual event (we always conduct once a year)

How are MGs formally recognized for the work that they do?

_____ “Intern” certificate after completion of training
_____ certificate at completion of 50 hours of internship
_____ hourly milestones set by the state
_____ Volunteer of the Month program
_____ annual banquet
_____ annual thank you letter
_____ Other (please specify)______________________________

_____ We use informal recognition

_____ impromptu thank you notes
_____ coffee or lunch treat
_____ other (please specify)______________________________

Does your unit program conduct volunteer reviews/evaluations?  ____ yes  ____ no

If so, what is the goal of the evaluation process?

What is covered during the evaluation?

_____ overall MG program
_____ skills of the local MG coordinator
_____ projects/ activities of MG volunteers
_____ individual MG performance

What methods are used to conduct evaluations?

_____ personal, face-to-face interviews
_____ written surveys
_____ telephone interviews
_____ other (please specify)
How is MG money handled?

- MG checking account
- funneled through a local club account
- no account
- MG association account
- other (please specify)____________________________________

How are MG-related expenses currently met?

- fund raisers, such as plant sales
- in-kind resource development
- monetary contributions (please explain____________________)
- association dues
- event fees (i.e., charge a registration fee, etc.)
- apply for grants
- other (please specify)

How are MG accomplishments and activities promoted to the public?

- word of mouth
- Extension newsletter
- press releases
- Internet site
- MG-paid newspaper advertisement
- free newspaper advertisement
- MG-paid public access advertisement
- free public access advertisement
- local MG column in newspaper
- included in VCE press releases and annual reports
- annual reports to county Board of Supervisors or other officials
- other (please specify)_____________________________

How are MG accomplishments reported to the local VCE office for inclusion in annual reports?

- time sheets submitted by individuals
- event summaries
- word of mouth
- communication between local coordinator and/or other MG with local agents at reporting time
- we currently do not have a means of doing this
How are volunteers “renewed” (annual intent to volunteer 20 hours and seek 8 hours of recertification training)?

_____ letter of intent or recertification
_____ contract
_____ informal discussion
_____ is part of the evaluation process
_____ no formal process -- whoever sticks around is considered an active MG
_____ other (please specify)

Which agents in the local Extension office work with MG volunteers?

_____ Environmental Horticulture
_____ 4-H
_____ FCS
_____ other (please specify)

What records do you keep?

_____ archival information
_____ time sheets
_____ application
_____ contract
_____ other (please specify) __________________________________

Have you or someone in the local program ever dismissed a volunteer? _____ yes ___ no
If yes, how was it handled?

Are inactive volunteers purged from the local roster? _____ yes ___ no
If yes, how?

What resources do you or people in your unit program currently use?

_____ VCE’s WWW pages
_____ listservs supported by OEH
_____ The Virginia Gardener information -- radio spots/press releases/newsletter
_____ video, slides available through OEH
_____ VCE publications
_____ other (please specify)

What additional resources would you like to see available from OEH?
Any other comments:

Thank you for completing this survey! Your confidential responses are very important in our efforts to assist the valuable job that you perform!