

Master Gardener Community Services Request

Date: _____

We appreciate the opportunity to provide assistance with your gardening project. Please print and complete this form, then scan or copy it, and email or mail it to the appropriate address at the bottom of the page. Within 2 business days of our receipt of your request, our intake coordinators will contact you to gather additional information. We will re-contact you during the following 2 weeks to let you know if we are able to provide the requested service, and, if so, to coordinate and schedule a certified ACES Master Gardener(s), as available, to speak with or advise your group.

****Reminder: All Master Gardener activities need to include horticulture education, no matter how informal. ****
Master Gardeners should not be considered free labor.

Please provide the following information:

Organization/Group Name:

Contact Person (name):

Telephone Number(s):

Email:

Preferred method of contact:

Date or first date of activity/event:

Event/Activity start time:

Projected finish time:

Address/location:

Name of person to be present entire work time:

Type of Services needed:

Community Garden

Hands-on Demonstration

Landscape Project

School Project

Other

Provide brief description of need for Master Gardener(s). For what do you want advice/education/assistance? Topic?

If physical work is involved for your volunteers, describe the project, prep, terrain, and type of materials/plants to be used:

If possible, provide photos of site.

Is this Request: A one-time need? Yes No

A recurring request? Yes No Please specify how often and for how long:

Estimated length of time required to complete the project each workday:

Will the master gardener be working with:

Children/Youth? – Ages & Quantity:

Seniors? Quantity:

Someone with physical challenges? Ages & Quantity:

Others? Description & Quantity:

How many volunteers/workers will the organization provide for this work? What is their title/status with your organization?

Do you have the tools on hand for the needed work? Yes No Please list needed equipment and note whether the organization has secured that equipment (e.g. shovels, rakes, clippers, saws, etc)

Digging Shovels: Pointed / Square

Hoe

Trowels & Soil Scoops

Wheel Barrow

Rake

Mattock / Pick

Forks

Pruners, loppers, saws, shears

Gloves

Other:

Water

Please return completed form to: jcmgacommunitysvc@gmail.com OR you may mail to

Alabama Cooperative Extension System, 2612 Lane Park Rd, Birmingham, AL 35223, Attn: Bethany A. O'Rear

Please Note: *There is no charge for our volunteer(s), but the Master Gardener may accept reimbursement for mileage and materials. Honorariums to the Jefferson County Master Gardener Association are accepted and are much appreciated. Mail donation to JCMGA, c/o Bethany O'Rear, Regional Extension Agent, 2612 Lane Park Road, Birmingham, AL 35223-1802*