

# Project Initiation Form - Response

DCMGA

Project Name: \_\_\_\_\_  
Project submitter: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Date received by County Extension Horticultural Agent \_\_\_/\_\_\_/\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Agent comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date received by DCMGA Board \_\_\_/\_\_\_/\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Board comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For approved projects:  
New project to be added to VMS? Yes \_\_\_ No \_\_\_  
What VMS project should be used to log hours? \_\_\_\_\_

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**For approved projects, the Project Manager should submit the following information for website and calendar:**

**Website:** Please email the following to: [dcmga.meminfo@gmail.com](mailto:dcmga.meminfo@gmail.com)

- Brief description of the project
- Projected date(s) of project, i.e. if annual, the month that event takes place
- Project Manager's name & contact information

**Calendar:** To request that events, meetings and workdays be added to the DCMGA calendar, submit a "Request a DCMGA Members' Calendar Update" form found at <http://dcmga.com/members-info/request-a-dcmga-members-calendar-update/> . The following information will be needed to fill out the form:

- Title of Project
- Date(s) – is this a recurring event? If so, please give start/end dates. Is there a pattern (i.e. weekly, monthly on 3<sup>rd</sup> Thursday, etc.)?
- Time – beginning & anticipated ending
- Location – address, unless it is Global Spheres or the Extension Office. Contact Kami Gildersleeve to reserve a room at the Extension Office.
- Description – what to bring, if needed, or cost
- Is the public invited to this event?
- Is this event approved for AT hours or Service/volunteer hours?
- Contact information – name & email address

**Please tell all project volunteers what VMS project they should use to log their hours.**