

From: Olsen, Edward

Good morning EMG Agents and Coordinators,

The long-awaited updated EMG Project Proposal Form is now available. The form is in the form of a VCE publication and can be found at: <https://www.pubs.ext.vt.edu/SPES/SPES-700/SPES-700.html>. This form has been included in a publication that should help provide information on completing the form.

This updated version includes a fillable PDF form and guidance for completing it. Please note that the fillable fields are not expandable. In cases where additional space is needed, EMGs may write “See Attached” and include a separate document with the necessary information. Importantly, this version of the form has been designed to accommodate project renewals, addressing a limitation of previous versions.

To support project planning, we have also created the publication “Safety and Risk Management for Virginia Extension Master Gardeners.” [https://www.pubs.ext.vt.edu/content/pubs\\_ext\\_vt\\_edu/en/SPES/SPES-699/SPES-699.html](https://www.pubs.ext.vt.edu/content/pubs_ext_vt_edu/en/SPES/SPES-699/SPES-699.html). This resource complements similar documents used by 4-H and Virginia Master Naturalist programs. It is **not** a replacement for the Risk Management Training module, but rather a planning tool to help EMGs, agents, and coordinators identify, evaluate, and document potential risks associated with programs and events. The new Project Proposal form does ask that the worksheets found in the publication be attached to the Proposal.

The Project Proposal publication does reference the “Equal Access Assurance” Form. In July ’24, use of the previous EAA form was suspended pending updates and review by VCE Administration and VT Legal. A revised version is expected soon, but is not yet available. VCE Administration will distribute the updated form along with instructions for its use as part of the agents’ civil rights compliance responsibilities.

We hope these documents have been released early enough to give EMGs ample time to adopt and begin using the updated forms as they prepare and submit project proposals for 2026.

Here are some reminders from the [Virginia Extension Master Gardener Coordinator Manual](#):

- Project Proposal and Authorization forms are needed for EMG projects and activities that are planned outside of the educational program plan worked out with local VCE Agents and staff.

- Project Approval is a VCE responsibility to be handled by the local agent. The local agent may delegate this responsibility to a local paid coordinator, but not a local volunteer coordinator.
- Projects and activities that are implemented without completion of a Project Proposal and Authorization Form are not considered EMG activities and do not count as EMG volunteered time, as VCE was unaware of the event and could not approve it as appropriate. Unapproved events do not carry the liability shield of VCE-VT.
- Ongoing projects should be reviewed and approved annually.
- Agents/coordinators should maintain a file with signed forms.

Please review both publications thoroughly before sharing them with your EMGs. If EMGs have questions that you cannot answer, we ask that **agents or coordinators** contact the EMG State Office. Please do not direct EMGs to contact the State Office themselves with their questions regarding this.

Links to these publications will also be provided on the [“Forms & Resources for Coordinators”](#) page on the [VA EMG Website](#).

Thank you for your continued leadership and support of the Virginia EMG Program!

**Ed Olsen, M.S.Ed.**

**Consumer Horticulture Specialist**

**Extension Master Gardener Program Director**

School of Plant and Environmental Sciences at Virginia Tech | Virginia Cooperative Extension

490 West Campus Dr.

407 Saunders Hall (0327)

Blacksburg, VA 24061

[edolsen@vt.edu](mailto:edolsen@vt.edu) | (540) 232-2136

[ext.vt.edu/lawn-garden.html](http://ext.vt.edu/lawn-garden.html)

