

# MASTER GARDENERS OF GREATER NEW ORLEANS

## PROJECT PROGRESS REPORT

Project Leads are required to submit bi-annual progress reports by March 1st and September 1st of each year and at the final completion of the project.

The reports are to be submitted to the Project Committee Chair at [project\\_chair@mggno.com](mailto:project_chair@mggno.com) and copied to [mastergardeners.gno@gmail.com](mailto:mastergardeners.gno@gmail.com) with "Project Progress Report for (Name of Project)" in the subject line.

Reporting Period: \_\_\_\_\_

Project Name/Location: \_\_\_\_\_

Project Lead: \_\_\_\_\_

Assistant Lead: \_\_\_\_\_

Project Lead Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

Project Lead Email: \_\_\_\_\_

### Master Gardener Activity in Reporting Period

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

1. Status of Project:

Choose one:  Not Started  Ongoing  On Hold  Withdrawn

2. What is the goal of this project?

3. Did you achieve the goal?  Yes  No  Ongoing

4. What audience was reached and what is the impact of the project? Describe the project's educational outreach.

5. Total Number of Contacts:      Adult: \_\_\_\_\_ Youth: \_\_\_\_\_

6. Do you need assistance with this project?  Yes       No

If yes, what type of assistance is needed?

Materials (list):

Volunteers \_\_\_\_\_ Number Needed: \_\_\_\_\_

Project volunteer schedule: \_\_\_\_\_

Types of activities: \_\_\_\_\_

Hours: \_\_\_\_\_

Mileage: \_\_\_\_\_

Unreimbursed expenses: \_\_\_\_\_

Submitted by: \_\_\_\_\_

MGGNO LMG Project Lead: \_\_\_\_\_

Date: \_\_\_\_\_

The mission of the Master Gardeners of Greater New Orleans is to

“To increase the public’s love for and knowledge of gardening  
and responsible stewardship of the environment.”

[www.mggno.com](http://www.mggno.com)

Revised March, 2022