Master Food Volunteer

Proposed Project Authorization Form

This form must be completed and approved before project can be counted as VCE-MFV hours.

Date: ___________________       Your Name:  ____________________________________________________

Project Name: ____________________________________________________________

Project Location: _________________________________________________________

Educational Goals:
________________________________________________________________________
________________________________________________________________________

Value of Project to Community:
________________________________________________________________________
________________________________________________________________________

Chairman: ___________________    Co-Chairman (required) ______________

Event Date/Time/Duration of Project: _________________________________________

Estimated Number of Volunteer Hours Involved: _____________      Are minors involved?  □ Yes   □ No
Weekly: ___________      Annually: ___________      Entire Project to Completion: ___________

Please complete the following plans, using additional pages if needed.

Plan to Implement Project:

Project Timeline:
________________________________________________________________________
________________________________________________________________________

Cost/ Resources Needed:
________________________________________________________________________
________________________________________________________________________
Publications/Displays:

Recipes—
from
SNAP-Ed
or approval
by Extension
Agent:

Assistance
Needed:

Registration:
SNAP-Ed:

Other:

Reporting:
Sign-In Sheets:

Contacts:

Plan to Evaluate and Report Project:
Any grants or external funding must be approved by the Extension Agent and reported as part of the evaluation.

Submitted by: ___________________________ Date: ___________________________

Approved by: ___________________________ Date: ___________________________

(Extension Agent)

Form developed by Nancy Stegon, Family and Consumer Sciences Extension Agent, Prince William County

Virginia Cooperative Extension ___________________________ www.ext.vt.edu