

Project Categorization Guidelines
Master Gardeners of Cuyahoga County
Program and Activity Projects by State Category

line	Project List (Committee/Activity)	Category	Comments
10	Officers and admin.	Admin.	Includes recordkeeping, webmaster, and State and County MG representatives
13	Mentoring Program	Admin.	
20	Advisory Committee	Admin.	
30	Basic Training Comm.	Admin.	
40	Ben Franklin School Class	EH	General horticulture education, and planning
41	- Backyard & Local Foods	BLF	Teaching classes with dominant theme
42	- Environ. Hort.	EH	Teaching classes with dominant theme
43	- Integrated Pest Mgmt.	IPM	Teaching classes with dominant theme
44	- Invasive Species	IS	Teaching classes with dominant theme
45	- School Veg. Garden	BLF	
	Ben Franklin Demo Gardens		
51	- Herb Demo Garden	IPM	
52	- Perennial Demo Garden	IPM	
53	- Vegetable Demo Garden	BLF	
60	Youth Education	EH	General horticulture ed., includes Youth Comm., Children's Comm.
61	- Share the Health Garden	BLF	Educational activities at the Share the Health garden
62	- Backyard & Local Foods	BLF	Youth Education with dominant theme
63	- Environ. Hort.	EH	Youth Education with dominant theme
64	- Integrated Pest Mgmt.	IPM	Youth Education with dominant theme
65	- Invasive Species	IS	Youth Education with dominant theme
70	Community Gardening	BLF	Teaching, Mentoring - Community Gardening Committee, Stanard Farm and approved community garden mentoring. For programs by MGs, go to Presentations categories.
71	Cleveland Crops	BLF	Teaching and mentoring for the CCBDD program
80	Community Service	CS	Gardening - gardens for public buildings, charities and beautification projects without education; parades; judging gardens; etc., Share-the-Health (PAR) Garden. For programs by MGs, go to Presentations categories.
100	Continuing Education	Admin.	Planning and administration only; for teaching programs by MGs, go to Presentations categories
110	From Farm to School	BLF	School-related food growing education
120	Horticultural Therapy	EH	For an Initiative-specific program, go to Presentations
	HotLines, Garden Shows, Fairs, Farmers Markets, etc.		Use projects below for answering horticultural questions; go to Presentations if presenting educational programs
131	- eXtension Ask an Expert, Email Diagnosticians	IPM	eXtension Ask an Expert, Email Diagnosticians
132	-Telephone HotLine	IPM	Telephone HotLine
133	-Shows, Fairs, Farmers Markets, etc.	IPM	HotLine On-the-Road, Farmers Markets, Shows, Fairs, Cleveland Botanical Garden, etc. for answering questions
	Library Committee		Planning and presentation time: Go to Presentations category of annual theme

150	Plants in the Park Plant Sale	Admin.	For presenters or reference services, if any, go to Presentations or HotLine
	Presentations, classes, lectures, Speaker Bureau		Presenters time for public presentations and lectures, Speakers Bureau, Library Committee presentations, teaching Continuing Education or at Fall or Spring seminars, community college programs, etc. Categorize by dominant theme of presentation.
161	- Backyard & Local Foods	BLF	Vegetable and backyard garden topics
162	- Environmental Horticulture	EH	Rain gardens, green roofs, plant selection, planting, maintenance, Why Trees Matter, etc.
163	- Integrated Pest Mgmt.	IPM	Pest management practices, might include plant selection
164	- Invasive Species	IS	Any invasive species program
170	Publicity Committee	Admin.	For general planning and general MG Program publicity and promotion
	Publicity and Articles		Categorize articles or specific event or program materials by predominant theme
181	- Backyard & Local Foods	BLF	
182	- Environmental Horticulture	EH	
183	- Integrated Pest Mgmt.	IPM	
184	- Invasive Species	IS	
185	- Community Service projects	CS	
186	- General and Membership	Admin.	
187	- Fundraising	Admin.	
190	Recognition Dinner	Admin.	
200	Resources Committee	Admin.	
	Seminars		For MG presenters, go to Presentations
211	- Spring Veg. Symp. admin	BLF	Includes event publicity
212	- Fall Seminar admin.	EH	Includes event publicity
213	- Fundraising	Admin.	Silent auctions, etc.
220	Social Committee	Admin.	For Admin; for MG presenters, go to Presentations
230	Speakers Bureau	EH	For Admin; for MG presenters, go to Presentations
	Special and Other Projects/Activities		Projects and activities not within regular comm. structure
241	- Backyard & Local Foods	BLF	
242	- Environmental Horticulture	EH	Includes tree surveys, rain and storm water retention
243	- Integrated Pest Mgmt.	IPM	Any of project where plant selection and pest management practices are involved
244	- Invasive Species	IS	Includes pest inspections, invasive removal projects
245	- Community Service	CS	Includes for charity and public bodies
246	- Administrative	Admin.	Includes planning and conducting events such as State Conf.
247	- Strategic Planning	Admin.	
250	Tri-C Encore project	EH	For Admin; for MG presenters, go to Presentations
260	Trumpet Vine Newsletter	Admin.	For Admin; for MG-written hort. ed. articles, go to Publicity
265	News You Can Use	Admin.	
270	Willott Iris Ed. Garden	IPM	
700	Continuing Education		All continuing education hours

General classification information:

BLF – Backyard & Local Food – Education, primarily for vegetable, fruit and herb gardening for backyard or local production and consumption, including community gardens

EH – Environmental Horticulture – Horticulture and the environment, including general gardening education and school classes, pollinators, “Why Trees Matter,” pruning, rain gardening, rain water or storm water retention and hort. therapy.... A presentation on landscaping or the general use of plants would be EH, but design or plant selection for a site and proper husbandry addressing healthy cultivation practices would be IPM.

IPM – Integrated Pest Management – Integrated Pest Management, including proper plant selection and cultural practices

IS – Invasive Species – Invasive species education, including for plants, insects and diseases

CS – Community Service – Activities which aid or assist elements of the community, including gardens without a teaching component at public buildings or fairground entrances, for charities and for beautification projects; charity work and fundraising for donations, such as Secret Arboretum restoration project; parades; and judging for garden competitions

Admin. – Administration – Activities for administration of the MG program, including MG Program fundraising and self-promotion