

OHIO STATE UNIVERSITY EXTENSION
MASTER GARDENER VOLUNTEER IN-STATE TRANSFER REQUEST FORM



The County to which the MGV is transferring initiates this form and the transferring MGV is responsible for its completion.

Name: \_\_\_\_\_
(First) (Middle) (Last)

Address: \_\_\_\_\_
(Street) (City) (Zip)

Phone: Day: ( ) \_\_\_\_\_ Eve: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Name of County MGV presently resides (home county) and MGV Coordinator's name and email address:

Name of County to which MGV is transferring (new county) and MGV Coordinator's name and email address:

Your reason for transferring

Home County completes the following:

MGV Start Year \_\_\_\_\_ Date of last BCI report: \_\_\_\_\_

Total number of volunteer hours: \_\_\_\_\_

Total number of continuing education hours: \_\_\_\_\_

Any comments on this MGV:

Home County Coordinator accepts this transfer and has changed MGV status to "inactive" in the home county records. Please provide the new county with a copy of the MGV application and volunteer records.

Home County Coordinator's signature and date: \_\_\_\_\_

New County does the following:

Communicates with Home County Coordinator; creates an MGV file for the volunteer and includes original application and records from home county. Adds MGV to county in Salesforce as "active" status. Only on-going hours will be attributed to the new county.

New County Coordinator's signature and date: \_\_\_\_\_

Transferring MGV's signature and date: \_\_\_\_\_